



Visitor and Subcontractor Handbook

(This is chapter 37 in the Health & Safety Manual and the Manual was updated and approved by Dr. Ronald D. Townsend, ORAU President on 4/2/08)

April 2008

A supplemental guide
to safety, health, security, and
environmental concerns at
Oak Ridge Associated Universities (ORAU)
and the
Oak Ridge Institute for Science and
Education (ORISE)

Facilities and Transportation Department
Safeguards and Security Department
Environmental Safety & Health office
Procurement Services

The **Oak Ridge Institute for Science and Education** (ORISE) is a U.S. Department of Energy facility focusing on scientific initiatives to research health risks from occupational hazards, assess environmental cleanup, respond to radiation medical emergencies, support national security and emergency preparedness, and educate the next generation of scientists. ORISE is managed by Oak Ridge Associated Universities.

Established in 1946, **Oak Ridge Associated Universities** (ORAU) is a university consortium leveraging the scientific strength of major research institutions to advance science and education by partnering with national laboratories, government agencies, and private industry. ORAU manages the Oak Ridge Institute for Science and Education for the U.S. Department of Energy.

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INTRODUCTION

This handbook provides essential safety, health, security, and environmental regulations and information to ensure your well-being while visiting or temporarily working within Oak Ridge Associated Universities (ORAU) or Oak Ridge Institute for Science and Education (ORISE) facilities. It also applies to persons not employed by ORAU/ORISE, who visit or work in the non-public areas on ORAU/ORISE premises.

GENERAL ACCESS REQUIREMENTS

Table 1 identifies the types of visitors and subcontractors who may have access to ORAU/ORISE non public areas. It also describes:

- The type of badge you are required to wear.
- You facility access requirements.
- The kinds of orientation/training necessary before you are cleared for access.
- Required sign-off sheet for subcontractors

Public areas on ORAU/ORISE premises include the following:

- Central Administration Building (CAB) lobby.
- The auditorium, lobby, and breakout rooms (east-end, upper level) of the Pollard Technology Conference Center. The main facility entrance doors are locked except during special events.
- The main (south) entrance foyer of the Energy Building and room 1A. Visitors are required to ring a doorbell to obtain escorted access into the rest of the facility.
- The front hallway, reception area, and phlebotomy room of SC-10 at Scarboro are open to the public (by appointment) but the outer doors to the facility are secured. Visitors (patients) are required to ring a doorbell to obtain escorted access into the facility.

Table 1 specifies which visitors must read and sign a visitor log and receive a short orientation and a brochure (Table 2) and which visitors must read and follow the provisions of this handbook. These latter subcontractors must also submit a sign-off sheet (Table 3) signifying that they have read and will abide by the handbook.

Your ORAU/ORISE point of contact (POC), either an escort or temporary supervisor, will provide any additional instructions or requirements applicable to you.

ORAU/ORISE is a Voluntary Protection Program (VPP) Star site. This certification has been awarded to us in recognition of an exemplary safety and health record. As a result of this certification, visitors and subcontractors are expected to act responsibly and conduct their business in a safe, secure, and environmentally-sound manner. For example:

- You must comply with the Security Condition (SECON) protective measures in effect at the time of your visit. This status changes periodically according to national, state, and local threats as prescribed by Department of Energy (DOE).
- You have both the right and obligation to stop any work you consider unsafe. This includes work you are doing or that of others.

- You are expected to watch out for other workers and them for you.
- You must observe our smoke-free policy in all facilities.
- You may not solicit within our facilities.
- You must comply with the ORAU/ORISE Drug/Alcohol Free Workplace policy as discussed in the latter part of this document.
- You must observe and obey all warning signs and graphics.
- You must wear your identification badge at all times in non-public areas of ORAU/ORISE facilities.

ORAU/ORISE is also an International Organization for Standardization (ISO 14001) site. This is both a certification of achievement and our commitment to a continuing program of sound environmental management practices.

Table 1
Visitor/Subcontractor
Access Requirements¹


Type Visitor/Temporary Worker	Access Requirements	
	Type Badge	Training/Requirements
Construction subcontractor working for the Facilities and Transportation Department (FTD) ²	DOE badge/visitor badge	Contingent upon nature of work and amount of time spent in facilities. May require handbook orientation and submission of a signed and dated safety, health and security orientation sign-off sheet.
Subcontractor (including guest worker) working for 40-hours or more in a 30-day period	DOE contractor's badge or ORAU subcontractor badge	Contingent upon nature of work and amount of time spent in facilities. Will require handbook orientation and submission of a signed and dated safety, health and security orientation sign-off sheet.
Delivery personnel (Federal Express, United Parcel Service, Airborne Express)	No badge required	No specific training required if not going beyond "no access" point.
Delivery personnel (office supplies, cylinder gas, chemicals, radiological sources)	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Employment applicants (Energy Building Human Resource (HR) foyer)	None (unless they enter the HR area)	No requirements if visitor stays within public area of facility. If they enter non-public space, they must complete and sign the visitor orientation sheet.
Exterminator	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Foreign national visitor/assignee	DOE foreign national badge (color red) or foreign visitor badge issued by Safeguards and Security	All visitors and assignees must be approved in advance of the visit. Complete and sign visitor orientation sheet on first visit. Host will also conduct security briefing, which must be documented by host and visitor. See SGS for details.
Machine repair and service technicians (computers, copy and fax machines)	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Moving/storage vendors	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a

Type Visitor/Temporary Worker	Access Requirements	
	Type Badge	Training/Requirements
		badge. Sign in and out on visitor log at each visit.
Plumbing repair personnel	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Pool, support staff	DOE badge or visitor badge until they receive ORAU/ORISE orientation	Contingent upon nature of work and amount of time spent in facilities. May require completion and signing of visitor orientation sheet or handbook orientation e.g., if working at Vance Road, Laboratory Road, Atmospheric Testing and Diffusion Division (ATDD), or Scarboro facilities.
Public (Pollard Auditorium facilities)	None	No specific training requirements if visitor stays within public area of facility.
Students (post-doctoral)	DOE badge	Handbook orientation.
Students (Professional Training Program-Lab Rd.(PT) and the Radiation Emergency Assistance Center and Training Site (REAC/TS) – Vance Rd.)	Program visitor badges	Laboratory and facility orientation by program (e.g., evacuation; sheltering-in-place; location of eye wash stations, emergency showers, rad waste cans; Personal Protective Equipment (PPE), donning and doffing; frisking for radiation; and other safety and security information as applicable).
Telecommunications installers and repair technicians	DOE badge	Handbook orientation.
Vending machine service personnel	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Visitors (general)	Visitor badge	Receive Safety and Security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Window washer	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.

1 Contact your building Point of Contact (POC) for information or further instructions. Emergency Response (e.g., police, fire, medical, and rescue) personnel are exempt during response calls.



2 May require contractor to ensure that his or her employees review the handbook prior to site visit unless accompanied by an ORAU/ORISE staff member or a fellow employee who has received the training.

Table 2
Safety, Health, and Security Orientation Brochure



SAFETY, HEALTH, AND SECURITY ORIENTATION

For Visitors to Oak Ridge Associated Universities & Oak Ridge Institute for Science and Education Facilities



OAK RIDGE INSTITUTE
FOR SCIENCE AND EDUCATION

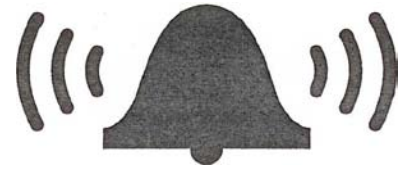
Introduction

Visitors to non-public areas of Oak Ridge Associated Universities/Oak Ridge Institute for Science and Education (ORAU/ORISE) facilities must review this information on their first visit and take a copy of the brochure. They must sign-in and out each visit. This is essential safety, health, and security information.

Your ORAU/ORISE point-of-contact (POC), which is your escort or temporary supervisor, will provide additional instructions as applicable. ORAU/ORISE expects all visitors to accept responsibility for their actions and to conduct their business in a safe and secure manner.



Evacuation Procedures



If you hear a building alarm or receive an evacuation order by word or mouth:

1. Exit the building via the nearest door following the illuminated exit signs.
2. Go directly to the building assembly point. If you do not know the location of the assembly point, follow or ask a regular employee.
3. Check in at the assembly point with an accountability officer (generally an individual with a clipboard) and identify yourself as a visitor/subcontractor.
4. Stay at the assembly point until the all clear is given or advise the accountability officer that you are leaving the area.

Table 2 (Continued)

Shelter-in-Place Procedures

If you hear a message over the building public address system or are instructed to shelter-in-place:

1. Proceed to the nearest designated shelter area. * If you do not know shelter locations, follow a regular employee or ask.
2. Stay in the shelter area until the all clear is given.
3. When the danger has passed, check with an accountability officer (generally an individual with a clipboard) and identify yourself as a visitor/subcontractor.

*Building emergency shelters are identified by yellow stickers with a black triangle and letters reading EMERGENCY SHELTER AREA.



Security

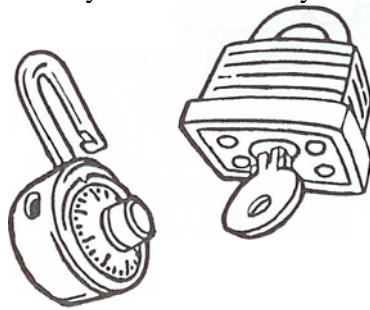
Sign in when entering an ORAU/ORISE facility and wear your visitor identification badge visible, and situated above your waist, while on site. Enter only designated areas and/or stay with your ORAU/ORISE POC as required.

Report any actual or suspected acts of intentional damage, theft, misuse of government property, or hazardous condition to your POC, a manager, or other employee.

Access computers only when granted permission by company officials and assigned pass codes by the Information Systems Department.

All persons entering government facilities and hand-carried items are subject to search.

Return your visitor badge and sign out as you exit the facility.



Did You Know?

All facilities are smoke free.

Soliciting is not permitted.

Prohibited items include drugs, weapons, ammunition, explosives, and incendiaries.

Alcohol is prohibited except by written permission on corporate property.

Cameras are prohibited unless approved by ORAU management.

All warning signs and graphics must be obeyed. If in doubt, ask.

Identification badges must be worn at all times while on premises.

Any accidents, in which you are involved, must be reported to your POC immediately.

For Safety questions, comments, etc. contact the ESH office at 576-3333.

For security questions, comments, etc. contact the SGS Office at 241-2108.

Table 3
Safety, Health & Security Orientation
for ORAU/ORISE Subcontractors

We take safety and security very seriously, we subscribe to the tenants of integrated safety management and we are proud to be certified as a Voluntary Protection Program (VPP) Star site and ISO 14001 program site. As a subcontractor working within non-public areas of ORAU/ORISE facilities, you must read and be familiar with the safety, health & security procedures as detailed in our *Visitor & Subcontractor Handbook*. This sheet provides a synopsis of our safety, health and security procedures and by signing and dating it, you agree to conduct your business in a safe, secure, and environmentally sound manner in accordance with same. Any questions or concerns about these topics should be addressed to your ORAU/ORISE technical point-of-contact (POC).

Emergency Evacuation Procedures

Should a building emergency alarm activate (or you receive a word of mouth evacuation notice):

- Exit the building via the nearest door.
- Go directly to the building assembly point. If you do not know the location of the assembly point, follow an employee or ask.
- Check in at the assembly point with the accountability officer and identify yourself as a subcontractor.
- Stay at the assembly point until the all clear is given OR advise the accountability officer that you are leaving the area.

Emergency Shelter-in-Place Procedures

If you hear a message over the facility public address system or are instructed to shelter-in-place:

- Proceed to the nearest designated shelter area. If you do not know shelter locations, follow an employee or ask. Shelters are identified by triangular yellow and black signs that read Emergency Shelter Area.
- Stay in the shelter until the all clear is given.
- When the danger has passed, check in with an accountability officer and identify yourself as a subcontractor.

Security Procedures

- Wear your security badge, in plain view and above your waist, at all times while on site.
- Enter only areas in which you are designated to work.
- Report any actual or suspected acts of damage, theft, misuse of government property, or hazardous condition to your technical POC, a manager or any employee.
- Access computers only when granted permission by company officials and assigned a pass code.
- Remember that all hand-carried items you bring onto the site are subject to search

General Information

- All facilities are smoke free
- Soliciting is not permitted
- Alcohol, drugs, weapons, ammunition, explosives and incendiaries are prohibited
- Cameras, camera phones, and other recording devices are prohibited unless approved by your technical POC
- All warning signs and graphics must be obeyed. If in doubt, ask.
- Any accidents, in which you are involved, or any you witness, must be reported to your technical POC

Stop/Suspend Work Authority

- As a subcontractor working within ORAU/ORISE facilities, you have both the right and the obligation to stop or suspend any work (including not commencing work) you feel is unsafe, unhealthy, or is in any way damaging to the environment. Furthermore, you have the same obligation and authority relative to the work of our employees and other subcontractors.

I have read and understand the procedures and regulations stated in the Visitor and Subcontractor Handbook and summarized above and agree to abide by them.

Subcontractor name

Subcontractor signature

Date

Notice: You must submit a signed copy of this document to Procurement Services (MS-04) at ORAU, P. O. Box 117, Oak Ridge, TN 37831-0117

ORAU/ORISE Environment Safety & Health Policy

1.0 General

ORAU/ORISE is committed to conducting its activities in a manner consistent with appropriate environmental, safety, health (ES&H), and security practices. ORAU/ORISE will comply fully with the letter and spirit of all federal, state, and local laws, regulations, and ordinances as well as best industry practices. ORAU/ORISE is dedicated to the concept of Integrated Safety Management (ISM)* whereby employees and subcontractors are expected to systematically define their scope of work, analyze the hazards to which they may be exposed, develop and implement hazard controls, perform work within those controls, and provide feedback for continuous improvement. Lessons learned from any incident (accident, injury, near-miss, or close-call) arising during work must be made known to your POC or a manager, so that similar occurrences can be identified, mitigated, and prevented in the future.

ORAU/ORISE is dedicated to ensuring that all consultants, guest workers, construction subcontractors, service subcontractors, and others working within its facilities on a temporary basis, have been adequately oriented or trained in ES&H and security policies and procedures, and that other visitors are properly oriented and supervised while within ORAU/ORISE facilities.

2.0 Stop Work Authority

As a visitor or subcontractor you have the authority, as well as an obligation, to stop work (or stop the work of others) and report any operation or condition that you feel could adversely affect your health and safety or that of other employees or the public. In such situations, you should immediately advise your building POC or an applicable authority listed in the Emergency Directory, Table 4.

* Although ORAU/ORISE ISM practices are required in all subcontractor work, individual subcontractors are not necessarily required to have a written ISM plan. ORAU/ORISE ISM practices shall be described and enforced through this document and other applicable ORAU/ORISE policies, manuals, and related documentation.

TABLE 4
Emergency Directory

Fire, Police, Ambulance (Universal Emergency Number)... 911

Emergency Management Specialist	576-0975
Environmental Protection.....	576-3336
Oak Ridge Fire Department.....	911
Industrial Hygienist.....	310-5555
ORAU Public Information Officer.....	576-3147
Methodist Medical Center of Oak Ridge.....	481-1000
ORAU President's Hot Line.....	576-3300
Oak Ridge Emergency Operations Center.....	576-1005
Oak Ridge Police Department.....	911
Occupational Health Nurse.....	241-2124
Office of Facilities, Transportation Department.....	576-3019
Procurement Organization.....	576-3049
Safeguards and Security Department.....	241-2108
Environment, Safety & Health office	576-3333
Radiation Safety Officer.....	576-3335

3.0 Emergency Procedures

3.1 If you discover an emergency take immediate action to protect life and then property.

3.2 If evacuation is called for:

- Activate the nearest emergency (fire) alarm pull box, as you exit the building. These boxes are located at main building exits.
- Call 911 (preferably from outside the facility) and provide details of the incident.
- Call (or report the incident to a manager so they can call) the DOE Oak Ridge Operations Center (OROC) at 576-1005 and provide details of the incident. OROC will notify applicable ORAU/ORISE officials.

3.3 If the incident requires sheltering-in-place contact the facility coordinator, site safety representative, or any manager. They will initiate sheltering procedures.

3.4 ORISE Emergency Alarm and Warning Signals

Emergency alarm and warning systems for all ORAU/ORISE facilities are described in Table 5.

Table 5
Alerting and Warning Systems

Facility	Primary System	Back-up System
CAB, Energy, Pollard, Lab Road, ATDD, and Scarboro	Building emergency public address systems accessible via phone. Each employee has been given this number for their facility	Portable bullhorn and word-of-mouth by runners
MC 212	Building emergency (fire) alarm is accessible via a microphone on the right of (while facing) the elevator door on the second floor.	Portable bullhorn and word-of-mouth by runners
REAC/TS Facility	Building emergency (fire) alarms and public address system (from hospital)	Dedicated phone link from hospital switchboard and word-of-mouth by runners

3.5 Evacuation Procedures

- Exit the building immediately via the nearest door and walk to the designated assembly point. If you do not know the location of the assembly point, follow regular employees to it.
- Check with an accountability officer (generally, an individual with a clipboard) and identify yourself as a facility visitor or subcontractor.
- Stay at the assembly point until the all clear is given **OR** advise the accountability officer that you are leaving the area.
- Do not re-enter the facility until you are advised that it is safe to do so.

3.6 Outside Assembly Points

The assembly point for each ORAU/ORISE facility is shown or referenced on emergency maps posted on bulletin boards or near exits in each building. You should familiarize yourself with the assembly points for the buildings in which you will be working. For the location of maps or for other information concerning safety, health, security, and environmental protocols, contact your POC, the facility coordinator, site safety representative, or any manager.

3.7 Shelter-in-Place Procedures

- Proceed to the nearest designated shelter area. If you do not know shelter locations, ask building employees.
- Stay there until the all-clear is given.
- When the danger has passed, check with an accountability officer (generally an individual with a clipboard) and identify yourself as a visitor or subcontractor.

3.8 Facility Shelter Areas

Each building's emergency shelter is identified with a black triangle on a yellow standard printed with the words EMERGENCY SHELTER AREA. These areas have been designated as the most appropriate shelters in the event of a severe storm or tornado. In the event of an offsite airborne toxic release requiring building occupants to shelter-in-place, the heating, ventilation, and air conditioning systems will be shut down, doors and windows will be closed, and all occupants will be advised to stay within the building until further notice.

4.0 Security

With the exception of those access-restricted facilities identified earlier as public areas (e.g., portions of the CAB, SC-10 Beryllium Lab, Energy Building, and the Pollard Technology Conference Center); ORAU/ORISE buildings are closed to the public. ORAU/ORISE uses numeric keypads, key access, and identification badges to ensure that only authorized personnel enter and occupy the premises. Subcontractors (including guest workers) or others visiting ORAU/ORISE facilities must:

- Wear identification badges situated and visible above their waists, at all times while on ORAU/ORISE premises, unless prohibited by health or safety considerations. Visitors will be issued identification badges while on selected ORAU/ORISE premises.
- Restrict their access to those sections of ORAU/ORISE facilities required for their specific work.
- Report to their POC any actual or suspected acts of intentional damage, theft, misuse of government property, or threats of any nature to employees or property.
- Possess no firearms and other weapons, ammunition, explosives, incendiaries, or other materials capable of producing injuries or damage.
- Possess no alcohol or illegal drugs within an ORAU/ORISE facility.
- Refrain from the use of cameras within ORAU/ORISE facilities unless approved by company officials.
- Access computers only when granted authorization from company officials and assigned passcodes by the Information Systems Department (ISD).
- Understand that all hand-carried items and persons entering government (or ORAU corporate) facilities are subject to search at any time.
- Report any known or suspected compromise to sensitive information.
- Return their visitor badge upon exiting the facility.

5.0 Industrial Hygiene

5.1 Confined Spaces

Unusual and unexpected hazards may be discovered when personnel enter tanks, pits, manholes, or similar enclosed spaces with restrictive means of entry or exit.

- All confined space entries must be approved by the ESH and require Hazardous Work Authorizations (HWA). ESH will determine if further restrictions, preparations, or precautions are called for and issue a permit. The permit must be posted at the job site. Consult your POC for further details.
- ESH personnel (310-5555) are available to monitor confined-space environments when requested.
- Additional procedures for confined-space entry are covered in the ORAU/ORISE Health and Safety Manual. Your POC will provide further applicable information.

5.2 Asbestos Work

If any material identified or suspected of containing asbestos is encountered during the course of a project, do not disturb the material. Exit immediately, secure the area as best you can, and notify your POC or any manager. In addition:

- All asbestos work must be approved and monitored by ESH and requires an HWA. ESH will determine if further restrictions, preparations, or precautions are needed and issue a permit. The permit must be posted at the job site. Consult your POC for further details.
- Subcontractor work involving asbestos must be approved by ESH and Procurement and may only be performed by a trained person competent to meet all state and federal regulations.

- Additional procedures related to asbestos work are covered in the ORAU/ORISE Health and Safety Manual.

5.3 Hazard Communication

Subcontractors who could be exposed to potentially hazardous materials and chemicals in one of the ORAU/ORISE facilities shall be advised of this potential in the Request for Proposal document. The subcontractors will also be informed about any hazards present in the work area by the applicable program supervisor at a pre-work or pre-construction meeting. At this meeting, the foreman, superintendent, or the appropriate official, of each subcontractor will be trained and briefed by the ORAU/ORISE project engineer, program director, or his/her delegate. This training shall be documented by the department or program that conducts it or, when applicable, through the Human Resources (HR) Department. ESH may provide additional orientation or training as required. After being trained, it will then be the responsibility of the subcontractor superintendent or foreman to inform their workers as to the hazards present in the work area and how to deal with them.

Prior to beginning work, the subcontractors will provide the Facilities and Transportation Department (FTD) and ESH with material safety data sheets (MSDS) as well as additional information for any potentially hazardous chemicals/substances being used. The subcontractor will ensure that all such chemicals and hazardous products are properly labeled, tagged, or marked. The subcontractors will also be required to comply with all applicable federal, state, and community right-to-know laws and regulations. A notebook containing all applicable MSDS shall be accessible to everyone at the work site.

The ORAU/ORISE Health and Safety Manual provides further information on the hazards communications program as it applies to the organization. The appropriate ORAU/ORISE manager will provide this information.

5.4 Environmental Guidelines

Subcontractors must:

- Identify all environmental hazards before beginning work.
- Identify any waste materials that might be generated through research, production, excavations, penetrations, and other construction or excavation activities. Provide a disposal plan for waste streams, and identify and mitigate any potential effects on air, water, or other environmental components.
- Contain and properly dispose of waste oil and other lubricants, refrigerants, gasoline, or hazardous materials such as acids, caustics, organic solvents, flammable liquids, radioactive materials, and cleaning agents.
- Use proper waste containers in accordance with Environmental Protection Agency (EPA) regulations. Do not allow spills to enter sanitary or storm drains.
- Report any observed release of solid, liquid, or airborne wastes or hazardous materials into the environment to your temporary supervisor or to the ESH office.
- Contact ESH (at 310-5555 or 576-3333) if you have other concerns or questions regarding wastes or environmental regulations.

5.5 Chemical Safety

Subcontractors must:

- Ensure that all subcontractor personnel are informed of work site hazards, including any hazardous chemicals they may use or encounter.
- Ensure that all cans, bottles, and other containers are properly labeled and stored.

- Not use gasoline-, propane-, or diesel-operated equipment inside ORAU/ORISE buildings unless approved by ESH.
- Not leave vehicles running while parked in the vicinity of building air intakes.
- Store and transport flammable liquids only in approved containers. Flammable liquids must be stored and transported in standard safety cans that are approved by Underwriter Laboratories or Factory Mutual. Store oily, greasy, or paint-soaked rags in closed safety containers in designated areas away from buildings and flammable materials storage.

The ORAU/ORISE Health and Safety Manual provides further information on chemical safety. The applicable ORAU/ORISE supervisor as will provide this information.

6.0 Radiation Protection

Subcontractors must:

- Understand that their work includes responsibilities with radioactive materials or takes place in areas where radioactive sources are present; ORAU/ORISE radiation protection personnel (576-3335 or 576-3333) must provide permits, special instructions, and monitoring devices to ensure that any radiation exposure is well below acceptable levels.
- Ensure that workers do not enter posted radiation or contamination areas without a Radiation Work Permit (acquired from the ORAU/ORISE Radiation Safety Officer at 576-3335 or 576-3333).
- Ensure that workers do not enter Controlled Radiation Areas without proper visitor orientation conducted by facility staff.
- Ensure that workers do not enter posted Radiological Areas without an authorized ORAU/ORISE radiation worker escort. Visitors/subcontractors requiring unescorted entry into controlled areas must successfully complete General Employee Radiological Training (GERT) and/or have an up-to-date certification card. Visitors/subcontractors requiring access to radiological areas are also required to complete Radiation Worker Training commensurate with the level of access needed, and/or have an up-to-date certification card.

The ORAU/ORISE Radiation Protection Manual provides further information on radiation safety. The applicable ORAU/ORISE supervisor will provide this information.

7.0 Fire Prevention and Control

7.1 Preventive Measures

Subcontractors must:

- Survey work areas for fire safety hazards before and during work.
- Prevent the accumulation of combustibles by removing work-site debris at frequent intervals.
- Store flammable liquids and flammable compressed gas cylinders properly.
- Limit the quantities of flammable liquids to the absolute minimum.
- Use adequate ventilation to prevent accumulation of flammable vapors or gases.
- Keep fire sprinkler heads unobstructed.
- Ensure that temporary electrical circuits and wires are installed and maintained according to applicable safety codes.
- Keep flammable materials away from heat, sparks, open flames, and other ignition sources.
- Observe the smoke-free policy in all ORAU/ORISE facilities.
- Comply with any other procedures or measures that may be established by ESH or FTD.

7.2 Control Systems

Subcontractors must:

- Familiarize themselves with the location of fire extinguishers in the facilities where they will be working.
- Familiarize themselves with the operation of the extinguishers or other such fire-suppression apparatus in the facilities where work is being performed.
- Know the locations of building evacuation assembly points.
- Maintain clear access to fire extinguishers, hydrants, and emergency (fire) alarm pull boxes by not stacking equipment, supplies, or trash near them.
- Maintain clear access to exits, fire doors, or fire door access space by keeping them clear of obstructions and never wedge fire doors in the open position.
- Provide additional fire extinguishers or other fire-suppression equipment as needed during the conduct of work.
- Contact the ESH office (310-5555 or 576-3333) before performing any work with a potential fire hazard.

8.0 Accidents and Injuries

8.1 Reporting

Subcontractors must:

- Join with ORAU/ORISE personnel in striving for zero-accident/injury performance at all times.
- Report all on-the-job accidents, injuries, or incidents (including near-misses or close-calls) involving personal injury, lost work time, or property damage. These incidents should be reported to the Occupational Health Nurse (OHN) through your temporary supervisor or ESH. The OHN can also render first aid at the scene if necessary (see also section 8.2 Medical Treatment).
- Submit an accident report form following any accident or incident requiring medical attention (see temporary supervisor, OHN, or ESH for forms).
- Consult your POC or ESH (576-3333) regarding spills of toxic or corrosive chemicals in work areas.
- Cooperate in conducting accident (including near miss and close call) investigations should any occur.

8.2 Medical Treatment

Subcontractors must: If an accident or injury occurs:

- Call 911 and request an ambulance for critical incidents. Report the incident to the OHN as soon as possible.
- Contact the OHN for assistance for serious incidents. Render first aid and transport victim to a medical facility as directed. In Oak Ridge, transport to Methodist Medical Center (traffic light #5 on the Oak Ridge Turnpike).
- Render first aid and report the incident to the OHN for non-critical injuries.
- Secure the scene for subsequent investigative purposes.
- Do not alter the scene except to protect life or prevent further injury or serious environmental degradation.

Provide first-aid kits and training (first aid and CPR) for workers assigned to locations without immediate access to medical services.

9.0 Industrial Safety

9.1 Vehicle Traffic Safety

Subcontractors must:

- Use ORAU/ORISE vehicles only for official business, and only with supervisor's approval.
- Possess a valid state driver's license.
- Note location of vehicle-use report and accident report forms provided in each vehicle.
- Use seat belts at all times (for drivers and all passengers).
- Obey all traffic regulations including speed limits and all posted signs.
- Do not leave a running vehicle or a vehicle with a key in it, unattended.
- Do not park vehicles with engines running within buildings or under air-intakes.

9.2 Heavy Equipment

Subcontractors must

- Ensure that heavy-equipment drivers have valid operator licenses and are properly trained on each piece of equipment they use.
- Fill out daily operators' check lists where applicable (e.g., for power lift trucks).
- Abide by all OSHA standards relative to equipment operations, maintenance, and care.
- Ensure that all heavy equipment has mandatory safety systems, including audible warning devices, reverse system horns, lights, night reflectors, roll bars, seat wings, seat belts etc.
- Make no modifications to equipment unless approved by the manufacturer.

9.3 Safety Signs and Graphics

Subcontractors must:

- Obey all safety signs/icons/graphics including, but not limited to, the following:
 - Eye Protection Area
 - Hearing Protection Required
 - Respiratory Protection Required
 - Hard Hat Area
 - Electrical High Voltage Hazard
 - Slippery Floor
 - No Eating, Drinking, or Smoking
 - Radiological Regulations
- Ensure that all signs are displayed properly, replaced when necessary, and removed when the job is concluded.
- Ensure that all workers and visitors can properly understand all signs.

9.4 Excavation and/or Overhead Work Areas

Subcontractors must:

- Comply with requirements relative to cordoning off or roped-off areas, erecting barricades, and posting warning signs.
- Use applicable personal protective equipment (PPE) and other safety equipment.
- Erect barricades and toe boards as needed around excavations, holes, elevated work surfaces, and other similar potential falling hazards while conducting overhead work or, as necessary, when moving large equipment.

9.5 Hoisting and Rigging

Subcontractors must:

- Have safety plans approved in advance by the ESH office.
- Ensure that rigging equipment is inspected and certified according to OSHA standards (29 CFR 1910/1926).
- Wear applicable PPE.

9.6 Housekeeping

Subcontractors must:

- Ensure that site is kept orderly and clean.
- Ensure that site is kept free of cords, cables, or other potential obstructions that might create tripping or overhead hazards.
- Ensure that excess materials are properly disposed of, stored, or removed from the job site.
- Ensure that exits, corridors, and aisles are not blocked.
- Ensure that access to electrical panels and electrical disconnects remain unobstructed.

10.0 Excavations and Penetrations

Subcontractors must:

- Obtain an approved Excavation/Penetration Permit (from FTD) for all ground and surface penetrations of more than one foot in depth.
- Ensure that proper permits are obtained, conspicuously posted as required, and that all work meets requirements.
- Ensure that the area is walked-down by subcontractor supervisors for a safety check prior to beginning and during conduct of work.
- Ensure that all workers are properly oriented, trained, and equipped for the tasks they will be performing.
- Ensure that protective systems are in place and work is performed to requirements under OSHA 29 CFR 1926, subpart P.

11.0 Climbing Safety

Subcontractors must:

- Provide their own ladders, scaffolding, and other tools.
- Provide and use their own PPE.
- Use ladders designed for the job being performed (e.g., no metal ladders for electrical work).
- Use ladders that have been inspected and certified safe.

- Remove unsafe ladders from the job site immediately.
- Dispose of damaged ladders that cannot be repaired.
- Use ladders in a safe manner per OSHA regulations (29 CFR 1910, Subpart D, and 29 CFR 1926, Subpart X).
- Ensure that all scaffolding and scaffold components conform to and are erected according to 29 CFR 1926, Subpart L.

12.0 Electrical Safety

Subcontractors must:

- Identify all energized circuits within work areas to avoid the danger of shock or electrocution.
- Avoid exposed wiring or electrical conductors.
- Treat all wires and electrical equipment as live until proven otherwise.
- Ensure proper load capacity of all circuits.
- Allow only qualified, licensed electricians to rig temporary or permanent electrical work.
- Ensure that all work areas and thoroughfares are free of shock and electrocution hazards.
- Ensure that workers use appropriate PPE.
- Inspect all electrical equipment daily. Do not use if in poor condition, broken, has a worn or frayed cord, or otherwise appears unsafe. Repair defective items or remove them from the job site.
- Ensure that extension cords are ground fault circuit interrupter (GFCI) equipped and not hung with staples or run across pipes, nails, hooks, or sharp objects that might damage the insulation.
- Ensure that electrical equipment with accessible metal chassis parts is doubly insulated or provided with a three-wire (chassis grounding) power cord.
- Observe all requirements and restrictions covered under the FMS-2, Lockout/Tagout procedures (for FTD subcontractors only), and FMS-1, Safe Electrical Work practices.

13.0 Material Handling

Common material handling injuries include sprains, strains, fractures, lacerations, and bruises. Such activities may also result in acute overexertion or long-term or permanent disability. They are most often caused by improper lifting; improper manipulation of heavy loads; improper gripping; incorrect foot, hand, limb, and body positioning or clearance; and non-use or improper use PPE. To help prevent these problems, subcontractors should:

- Use mechanical lifting devices when loads are heavy, large, rough, bulky, hot, cold, or hazardous to handle.
- Utilize proper lifting and carrying techniques. Do not be afraid to ask for assistance when needed.
- Take precautions to prevent over-extending or placing arms and legs in awkward positions.
- Use proper PPE when dealing with sharps, heavy loads, or hazardous materials.

14.0 Hand Tools, Power Tools, and Small Equipment

Subcontractors must:

- Select the correct tool for the job.
- Inspect tools daily to assure they are maintained in good condition and dispose of broken tools.
- Use tools correctly and safely.
- Ensure that power-actuated tools are operated only by trained employees.
- Ensure that safety devices are in place and in proper working order.

- Use proper PPE such as gloves and goggles).
- Be mindful of other workers in the area.

15.0 Compressed Gas Cylinders

Subcontractors must:

- Comply with guidelines, procedures, and standards in the use of compressed gas cylinders.
- Segregate different types of gases; keep (and label) empty bottles separate from full ones.
- Allow only qualified workers, those knowledgeable of DOT regulation 49 CFR Parts 171-179, to deal with cylinders.
- Keep compressed gas cylinders securely restrained at all times. For construction projects, the ORAU/ORISE project manager will designate approved gas cylinder storage locations.
- Keep compressed gas cylinders (with the exception of consumer-size propane cylinders) at grade level, out of overhead spaces, and protected from ignition sources.
- Ensure that all gas cylinders are properly labeled/marked as per ANSI Z48.1-1954.
- Consult supervisor (or ESH) for other specific information.

16.0 Welding, Burning, and Hotwork

Subcontractors must:

- Obtain ORAU/ORISE HWA where applicable.
- Follow provisions as prescribed by the ESH office.

17.0 Eyewash Fountains and Safety Showers

Subcontractors must:

- Ensure that permanent or temporary eyewash fountains and safety showers are available and properly maintained where caustic materials are handled.
- Ensure that eyewash fountains and safety showers are properly marked and never blocked.

18.0 Personal Protective Equipment

Subcontractors must wear PPE commensurate with the work being performed and in accordance with applicable laws, regulations, and ORAU/ORISE policies and procedures as related below. PPE must also be inspected daily or after every use. Project managers and ESH will verify compliance with these requirements.

- Eye protection (safety glasses with side shields, goggles, or face shields) must be worn while engaged in any activity involving possible eye injury from flying particles, splashing solution, harmful light rays, or while in any facility where “Eye Protection Required” signs are posted (per ANSI Z87.1).
- Hearing protection must be worn in areas with noise levels at or above 90 dB on an eight-hour time-weighted average as per OSHA regulations. These areas must be posted with “Hearing Protection Required” signs (as per OSHA 1910.95).
- Respiratory protection equipment is required for work in atmospheres with excessive concentrations of contaminants or reduced oxygen levels. All users must be medically cleared, trained, certified, and fit-tested before using such equipment (as per ANSI Z88.2)
- Safety shoes with built-in toecaps are required when duties involve frequent exposures to possible foot injury (as per ANSI Z-41).
- Hard hats are required in all construction areas in the vicinity of overhead work (as per ANSI Z89.1).

- Gloves, appropriate to the type work being performed, are required in all work areas.
- Coveralls, lab coats, and aprons should be used depending on the conditions in the work area. The minimum clothing requirements at ORAU/ORISE include long pants (lawn and landscaping work excepted), shirt (with at least one-quarter sleeves), and sturdy work shoes. Loose fitting clothing and jewelry are not permitted. Contaminated clothing and other PPE must be removed and placed in proper receptacles before leaving contaminated areas.
- Protective clothing shall not be worn within lunchrooms or break rooms.
- Safety harnesses/lanyards must be worn when working in high areas or confined spaces and on elevated work surfaces in accordance with OSHA regulations.

19.0 Miscellaneous

Subcontractors are expected to:

- Check work areas and identify hazards before beginning work. Implement hazard controls and conduct work safely.
- Acquire all necessary permits and approvals before beginning work, and post permits as required.
- Refrain from the use of specialized equipment unless properly trained (and licensed where applicable).
- Prohibit horseplay, use of abusive language, discrimination, and other unprofessional conduct while on ORAU/ORISE premises.
- Follow good housekeeping practices.

20.0 Work Permits

ORAU/ORISE work permits and authorizations must be obtained for:

- Hoisting and rigging jobs requiring a lift of more than 1,000 pounds or the use of power cranes.
- Entering confined spaces.
- Cutting with torches or burning and arc welding (lead-based paint abatement regulations also apply).
- Work within radiological labs or in radiologically contaminated areas.
- Work involving the removal of lead or lead based paint.
- Asbestos work requires ESH and Procurement Services approval.
- Trenching, excavation, and penetration work whenever the soil or grade surface is penetrated to a depth of more than one foot (may require an archaeological survey).
- Alteration of any structure that is on the National Register of Historic Places (ATDD and potentially Scarboro).

21.0 ORAU/ORISE Drug/Alcohol Free Workplace Policy, HR-1010

ORAU/ORISE's goal is to provide a workplace free of illegal drugs and alcohol and to control the use of prescribed legal drugs that may affect job performance and safety.

ORAU/ORISE prohibits the use, possession, sale, manufacture, or distribution of illegal drugs on its premises.

- Alcohol for consumption is not permitted in government-owned facilities or vehicles. No alcohol is to be used, served, or possessed for consumption on ORAU/ORISE premises or property, except as follows:

When specifically authorized by the appropriate official of ORAU or host organization at a social event. The ORAU president or designated representative approves such use in ORAU's corporate-owned facilities.

When in a sealed (unopened) container in the trunk or other compartment of a privately owned vehicle on premises.

- ORAU/ORISE policy prohibits being under the influence of drugs/alcohol on premises.
- ORAU/ORISE may conduct drug/alcohol inspections and searches.
- ORAU/ORISE requires prompt handling of suspected or verified impairment occurring on premises or business.
- ORAU/ORISE requires prompt reporting of suspected or known policy violations.

Subcontracts for performance of work on ORAU/ORISE premises have additional requirements. Some of these are:

- Each subcontractor employee on ORAU/ORISE premises must be at work fully able to perform assigned work in a safe, reliable manner.
- The subcontractor is not to let a subcontractor employee work when the employee's behavior creates reasonable suspicion of impairment or being under the influence of drugs/alcohol. Other actions are required.

The subcontractor employee is to undergo drug/alcohol testing as follows:

When the subcontractor employee is involved in an accident or other such occurrence on premises.

When there is reasonable suspicion that the subcontractor employee is under the influence of drugs/alcohol on ORAU/ORISE premises or work.

- The subcontractor must immediately report to the ORAU/ORISE supervisor, vice president, or designated representative any observation or reasonable suspicion of use, possession, sale, manufacture, or distribution of illegal drugs or unauthorized alcohol on ORAU/ORISE premises or in connection with official ORAU/ORISE business.
- The subcontractor must notify the ESH Office at 576-3333 of any conviction for an alcohol-related offense or a criminal drug statute violation occurring on ORAU/ORISE premises or while on official ORAU/ORISE business. Notification must be within five calendar days after conviction.

22.0 Summary

Safety first. Every job. Every time.

ORAU/ORISE is committed to the health and safety of ORAU/ORISE personnel, subcontractors, and visitors; facility security; and the protection of the environment. The general nature of this handbook does not permit every work situation to be addressed; however, good judgment on the part of visitors and subcontractors, and a positive attitude toward health, safety, security, and environmental protection will go a long way toward preventing problems.

Report all potential hazards, accidents, and injuries to your ORAU/ORISE POC.

Questions related to this document or any rules, regulations, and policies should be referred to the visitor's or subcontractor's ORAU/ORISE POC, or to FTD, ESH, SGS, or Procurement Services, depending upon the situation (see Table 4).

ACRONYMS

DOE	Department of Energy
ESH	Environment, Safety & Health office
ES&H	Environment, Safety, and Health
FMS	Facilities Management Section
FTD	Facilities and Transportation Department
GFCI	Ground fault circuit interrupter
HWA	Hazardous work authorization
ISD	Information Systems Department
MSDS	Material Safety Data Sheet
OH(N)	Occupational Health (Nurse)
ORAU	Oak Ridge Associated Universities
ORISE	Oak Ridge Institute for Science and Education
OROC	Oak Ridge Operations Center
POC	Point of Contact, ORAU/ORISE (for subcontractors or visitors)
PPE	Personal Protective Equipment
REAC/TS	Radiation Emergency Assistance Center/Training Site
SGS	Safeguards and Security
VPP	Voluntary Protection Program

