

Number: FMS-7

Issued: 8-2-1993

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## PROCEDURE

Oak Ridge Institute for Science and Education  
Managed by  
Oak Ridge Associated Universities

**Facilities Management Section (FMS) / Facilities and Transportation Department (FTD)**

**Subject: Safe Subcontractor Work**

I. PURPOSE

To establish operational guidelines for managing and ensuring the safe conduct of on-site subcontracted work.

II. SCOPE/LIMITATIONS:

This procedure applies to all work under contract by FMS in which subcontractors supply on-site labor.

III. REFERENCES:

- A. Code of Federal Regulation: 29 CFR 1910 and 29 CFR 1926 - Occupational Safety and Health Administration.
- B. FMS Integrated Safety Management Plan
- C. FMS-5: Hazardous Work Permitting.
- D. ORAU Emergency Preparedness Manual
- E. ESH-110: Environment, Safety, and Health
- F. ESH-115: Internal Environment, Safety, and Health Oversight
- G. ESH-503: Personal Protective Equipment

IV. MATERIAL EQUIPMENT AND SUPPLIES:

None

V. DEFINITIONS:

None

Signature on file

Signature on file

Manager – FMS

Director – FTD

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### VI. RESPONSIBILITIES

#### A. Manager – Facilities Management Section:

1. Review all FMS work requests for proper safety planning.
2. Ensure that FMS project managers are properly trained to manage and conduct safe subcontracted work activities.
3. Review and approve project safety plans and subcontractor work permits as required.
4. Stop work in the immediate area if a serious hazard or dangerous situation is observed. Provide documented details of the incident to Procurement.

#### B. FMS Maintenance Team Leader

1. Review all FMS maintenance work requests and conduct safety planning.
2. Ensure that FMS Maintenance Mechanics are properly trained to manage and conduct safe subcontracted work activities.
3. Review and approve maintenance project safety plans and subcontractor work permits as required.
4. For subcontracted maintenance projects requiring more than 100 man-hours of subcontractor work, ensure that a project specific safety plan is submitted by the subcontractor and approved by the Manager-FMS and ESH prior to beginning work.

#### C. FMS Maintenance Mechanics:

1. Understand and maintain familiarity with subcontractor activities occurring in your work area.
2. Manage and oversee maintenance subcontractor activities in your area as assigned.
3. In conjunction with maintenance subcontractors, fill out and sign off on subcontractor work permits for those subcontracted jobs under your purview.
4. Assist FMS project managers in facilitating subcontractor activities as requested.
5. Inform your supervision or management of violations of this procedure.
6. Work with all parties to prevent and resolve project safety issues.
7. Stop work in the immediate area if a serious hazard or dangerous situation is observed. Provide documented details of the incident to Procurement.

#### D. FMS Project Managers:

1. Ensure that you and your project subcontractors understand and comply with the requirements of this procedure.

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2. Oversee security badging of subcontractor employees and provide for building access when required.
3. Work with ESH to review planned project work activities for potential safety issues prior to submitting bid solicitations and prior to beginning work.
4. Hold pre-bid meetings with potential project subcontractors to review the project scope, address known safety hazards that may be encountered on the job, and discuss the requirements of this procedure.
5. Ensure that the successful bidder's construction superintendent understands all applicable ORAU safety requirements.
6. Ensure that a subcontractor work permit and, as required, a project safety plan is developed for all subcontracted jobs under your purview. Return originals to the FMS central project files.
7. For subcontracted engineering and construction projects requiring more than 100 man-hours of subcontractor work, ensure that a project specific safety plan is submitted by the subcontractor and approved by the Manager-FMS and ESH prior to beginning work.
8. Prior to beginning subcontracted construction projects, hold a pre-construction safety meeting with the subcontractor's construction superintendent and all available lower-tier subcontractors. Reiterate ORAU on-the-job safety expectations and the requirements of this and other FMS safety procedures. Discuss the safety aspects of the work at hand, review the project safety plan in detail, and clarify the steps and details required for safely completing the work.
9. Obtain or assist in obtaining hazardous work permits for your subcontracted projects that require them.
10. Frequently monitor safety performance throughout the duration of projects and bring any deficiencies to the attention of the subcontractor's construction superintendent, FMS management, ESH management, and the Procurement Manager, as appropriate.
11. Work with all parties to prevent and resolve project safety issues.
12. Stop work in the immediate area if a serious hazard or dangerous situation is observed. Provide documented details of the incident to Procurement.

**E. ESH:**

1. Work with FMS project managers, maintenance personnel, and project subcontractors to review planned work activities for potential safety hazards and render recommendations and/or requirements for safely completing the work.
2. As requested, review and approve FMS engineering designs for safety compliance.
3. Participate in project pre-bid meetings to discuss and review project safety and hazardous work concerns.
4. Participate in project pre-construction meetings. Communicate on-the-job safety

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expectations and specific project safety requirements.

5. Review and approve project safety plans and MSDS submittals.
6. Review and approve subcontractor work permits as required.
7. Visit subcontracted job sites frequently to monitor and document safety performance.
8. Perform on-site air monitoring and other preventive activities as required.
9. Work with all parties to prevent and resolve project safety issues.

F. Procurement:

1. Ensure that this procedure and its appendices are included as part of the contract specifications in all construction subcontracts.
2. Participate in pre-bid meetings with potential project subcontractors.
3. Ensure that applicable FMS project safety requirements are included in all FMS on-site work subcontracts.
4. Work with all parties to prevent and resolve project hazardous work issues arising in conflict with the content of the subcontract.

G. FMS Subcontractors:

1. Attend pre-bid meetings to review the project scope, address known safety concerns that may be encountered on the job, and discuss the requirements of this procedure.
2. Prior to submitting bids or proposals ensure that you and your lower tier subcontractors fully understand the scope of work, the requirements of this procedure and its references, and the requirements for safely conducting the work.
3. Ensure that you have included provisions for covering the cost of implementing all ORAU safety requirements in your bid or proposal.
4. Understand that contract award is contingent upon your fully understanding the safety requirements of the project.
5. As applicable, develop, and submit, and have approved a job-specific safety plan prior to beginning work.
6. As applicable, ensure that your construction superintendent and a representative of each of your lower-tier subcontractors attends a pre-construction safety meeting to further review on-the-job safety expectations and the requirements of this and other FMS safety procedures. Discuss the safety aspects of the work at hand and clarify the steps and details required for safely completing the work.
7. In conjunction with the ORAU employees overseeing your work, fill out and sign off on a subcontractor work permit prior to beginning work.
8. Ensure that your employees and all of your lower tier subcontractor employees are fully aware of the details contained in the approved project safety plan and/or the Facilities Management Subcontractor Work Permit and the requirements of this procedure and other referenced procedures.

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9. Ensure that your employees and all of your lower tier subcontractor employees are sufficiently trained in all applicable safety codes and regulations, including 29 CFR 1910 – OSHA, 29 CFR 1926 - OSHA, and applicable FMS administrative and safety procedures
10. Ensure that your employees and all lower tier subcontractor employees are fully competent to safely and efficiently carry out their assigned tasks.
11. Adhere to safety requirements contained in the project construction specifications and to the requirements in Appendix A, General Guidelines for Subcontractors while conducting your work.
12. Provide personal protective equipment (PPE) as required to safely perform the work.
13. Conduct lockout / tagout operations in accordance with FMS-2, Lockout / Tagout.
14. Obtain hazardous work permits in accordance with FMS-5, Hazardous Work Permitting.
15. Assume full responsibility for enforcing all on-the-job safety requirements and for implementing corrective actions necessary to mitigate safety related deficiencies.
16. Conduct and document daily “toolbox” safety meetings to discuss safety aspects of the day’s work and the mitigation of potential hazards.
17. Continuously monitor safety performance throughout the duration of the project and correct deficiencies immediately.
18. Work with all parties to prevent and resolve project safety issues.
19. Stop work in the immediate area if a serious hazard or dangerous situation is observed.

### VII. PROCEDURE

#### A. Subcontract Pre-Bid Phase

1. Develop engineering designs and construction specifications to meet or exceed applicable building codes and safety regulations.
2. As applicable, obtain sign-off on engineering drawings from Maintenance, ESH, and the Manager-FMS.
3. Structure request for proposal (RFP) solicitation packages to include the requirements of this procedure.
4. Hold pre-bid meetings to review the project scope, address known safety concerns that may be encountered on the job, discuss the requirements of this procedure and ensure that all potential subcontractors fully understand the scope of work, the requirements of this procedure and its references and the requirements for safely conducting the work.
5. Ensure that a principal of each bidder firm acknowledges their full understanding of the project’s potential safety hazards and the safety requirements for the project.

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- B. Subcontract Pre-Work Phase
    - 1. Review and approve project safety plans prior to beginning work.
    - 2. Complete a Facilities Management Subcontractor Work Permit and obtain all necessary approvals prior to beginning work.
    - 3. Prior to beginning subcontracted construction projects, hold a pre-construction safety meeting with the subcontractor's construction superintendent and all available lower-tier subcontractors.
    - 4. In the pre-construction safety meeting, reiterate ORAU on-the-job safety expectations and the requirements of this and other applicable FMS safety procedures. Discuss the safety aspects of the work at hand, review the project safety plan in detail, and clarify the steps and details required for safely completing the work.
    - 5. Ensure that the subcontractor's construction superintendent fully understands the safety requirements of the project and that this information has been transferred to all lower tier subcontractors.
  
  - C. Work-In-Progress Phase
    - 1. Obtain hazardous work permits as required.
    - 2. Submit a MSDS for each chemical used. Obtain ORAU approval before bringing the chemical on site.
    - 3. Monitor the job site to ensure full compliance with all safety requirements and to document subcontractor safety performance.
    - 4. Take necessary actions to prevent and correct safety related deficiencies.
- VIII. ATTACHMENTS
- A. Appendix A – General Requirements for FMS Subcontractors.
  - B. Appendix B – Facilities Management Subcontractor Work Permit