

FMS-7: Safe Subcontractor Work

APPENDIX A

GENERAL REQUIREMENTS FOR FMS SUBCONTRACTORS

Introduction

- This document is for use by ORAU Facilities Management Section (FMS) subcontractors performing work at ORAU. It contains guidelines and regulations for safe work conduct by you and your lower tier subcontractors while on ORAU property. The purpose for the requirements contained in this document and in FMS-7: Safe Subcontractor Work is to inform you of ORAU safety regulations prior to submitting your project bid or proposal and to guide you in conducting your work at ORAU safely. Ensure that the cost of complying with these requirements is included in your contract bid price. ORAU will not consider claims for added compensation arising from complying with these regulations after the contract is awarded. For further clarification or counsel on safety matters, contact the FMS Project Manager or a representative of the Environmental, Safety and Health Department (ESH). For further clarification on contract matters, contact the ORAU Contract Specialist.
- The regulations set forth have broad application. It may be necessary to supplement them with additional safety measures specific to a particular job. It is not possible in this document to specify all of the safety rules and practices required in OSHA regulations and the FMS administrative and safety procedures. Each job, regardless of the type of work involved, presents unique safety concerns that call for special consideration and methods. The subcontractor, in conjunction with the FMS Project Manager and ESH, shall thoroughly assess and plan for new or different hazards as they arise. Unforeseen hazards may be mitigated satisfactorily by alertness, awareness, and good judgement on the part of all involved.

General Requirements

- For FMS construction projects, the highest tier subcontractor shall appoint a representative of his firm to be designated as the Construction Superintendent who is fully responsible for:
 - The safety of all his employees and lower tier subcontractor employees,
 - Ensuring that each individual on the job is adequately trained and fully competent to safely and efficiently carry out his/her assigned duties.
 - Meeting with all employees and lower tier subcontractors to apprise them of all applicable ORAU safety requirements and to communicate hazards that may potentially be encountered on the job.
 - Communicating hazards that arise on the job to all affected employees.
 - Enforcing safety compliance on the job,
 - Ensuring that appropriate measures are taken when substandard safety practices or conditions are observed.
- Coordinate all safety concerns through the FMS Project Manager.
- Submit a project specific safety plan for projects requiring more than 100 man-hours of on-site subcontractor work. Detailed information requirement will be provided by the FMS Project Manager or the FMS Maintenance Team Leader. Ensure that on-site work does not begin until the safety plan has been approved by the Manager-FMS and ESH.

- Hold short daily “tool box” safety meetings to discuss the day’s work and to plan for conducting the work safely. Document each meeting with the date, topic(s) covered, and the name of each individual attending.
- Arrange with the FMS Project Manager for access to parking, equipment storage, utilities, toilets, break areas, and designated smoking areas.
- Arrange with the FMS Project Manager for conducting work and accessing buildings during off-normal business hours and/or during non-assigned work hours.
- Ensure that all required inspection certificates for cranes, shovels, elevators, electrical tools, ladders, power cords, hoists and other equipment have been obtained and are kept current.
- Remain in your assigned work area.
- Use your own tools. ORAU will not furnish tools or equipment of any kind. Ladders for accessing inspection areas may be provided for design-only projects.
- Horseplay, possession of illegal drugs or alcoholic beverages, or failure to follow ORAU safety regulations may provide cause for the FMS Project Manager to insist upon permanent removal of offending individuals from the job site.
- Keep your work area clean and orderly. Remove all scrap and debris from your work area daily.
- Cover ORAU office equipment and furniture with sheets to protect them from settling dust and debris.
- Vacuum or dust mop work areas daily where construction dust or debris has settled.
- Provide an adequate number of fire extinguishers to complete all hot work safely.
- Know the location of the nearest portable fire extinguisher at all times.
- Erect barricades when conducting all excavation and overhead work or as necessary when moving large equipment.
- Inspect and certify ladders as being safe and in good condition prior to bringing them to the job site. All ladders shall be tagged and dated to demonstrate proof of inspection and certification. Ensure that all ladders used at ORAU conform to OSHA regulations 29 CFR 1910 Subpart D and 29 CFR 1926 Subpart X.
- Inspect ladders, scaffolds, and electric power tools for defects each day. Repair defective items or remove them from the job site immediately.
- Ensure that all scaffolding and scaffold components conform to and are erected in accordance with OSHA 29 CFR 1926 Subpart L.
- Ensure that metal non-current carrying parts of all electrical appliances are grounded or double insulated.
- Ensure that all extension cords are GFCI-equipped.
- Ensure that powder-actuated tools are operated only by employees who have been trained in the operation of these tools. Inspect each powder-actuated tool daily to ensure that safety devices are in proper working order.

- Keep factory installed equipment safety devices in place and fully operational. Tools or equipment found with factory installed safety devices disconnected, bypassed, or otherwise rendered non-operational will be permanently removed from the job site.
- Minimum clothing requirements at ORAU include long pants, shirt with at least ¼ length sleeves, and sturdy work shoes. Work shoes with steel shanks and steel or otherwise reinforced toes may be required. Variance from this requirement may only be approved by the FMS Project Manager in conjunction with ESH.
- Provide and wear personal protective equipment (PPE) commensurate with the work at hand and in accordance with applicable laws, regulations, and ORAU policies and procedures.
- Wear hard hats when the potential for falling objects is present and at all times during overhead work operations and when working on and around scaffolding.
- Keep drives and roadways clear at all times.
- Keep building corridors and passageways clear of blockage and stumbling hazards.
- Do not locate equipment in a manner that will encumber access to doors, fire-fighting equipment, fire alarm pull stations, electric switches, or electric panels and disconnects.
- Submit a MSDS for approval for each chemical used. Do not bring chemicals on site until approval from the FMS Project Manager and ESH has been received.
- Maintain an up-to-date MSDS notebook on site that is readily available to all subcontractor employees.
- Ensure that all cans, bottles, and other containers are properly labeled as to the container's contents.
- Ensure that all waste oils and chemicals are disposed of in accordance with EPA regulations.
- Ensure that all subcontractor employees are informed of work site hazards, including chemicals, they may encounter on the job site.
- Take care to avoid oil and chemical spills. Clean up and report all spills immediately. Do not allow spills to enter drains.
- The use of gasoline and diesel operated equipment inside buildings is prohibited without prior approval from the FMS Project Manager and ESH.
- Store and transport flammable liquids only in approved containers. Flammable liquids must be stored and transported in standard safety cans that are U.L.-labeled or F.M.-labeled. Keep oily, greasy or paint soaked rags in closed safety containers and in a designated area away from buildings and flammable material storage. The FMS Project Manager will designate approved storage locations.
- Keep compressed gas cylinders securely restrained at all times. The FMS Project Manager will designate approved gas cylinder storage locations.
- Keep compressed gas cylinders (consumer size propane cylinders excepted) at grade or floor level and out of overhead spaces.
- Obtain ORAU hazardous work permits for the following:

- Hazardous lifts (refer to FMS-5, Hazardous Work Permitting for hazardous lift criteria)
 - Entry into confined spaces.
 - Torch cutting or burning and arc welding. Grinding where a constant stream of sparks may cause ignition of a flammable material.
 - Work involving the use of powder operated tools.
 - Work in radiological labs or in radiologically contaminated areas.
 - Work involving the removal of lead or lead impregnated paint.
 - Asbestos work.
 - Excavation work, whenever the soil or grade surface is penetrated to a depth of more than one foot.
 - Other work activities as deemed sufficient to require a hazardous work permit as directed by the FMS Project Manager, Manager-FMS, or ESH.
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- Conduct all lockouts and other hazardous work activities in strict accordance with FMS safety procedures.
 - Provide first aid supplies and keep them stocked and readily available throughout the course of the job.
 - Provide the FMS Project Manager with reports of all on-the-job injuries and near-miss incidents immediately following the incident.
 - Have on-hand immediate access to the telephone number of ORAU points of contact, including the ORAU Project Manager, ESH, and Procurement.
 - Know and understand your emergency procedures for each project, including the location of first aid kits, the location of the nearest emergency medical facility, and the telephone numbers of the local police, fire department, and ambulance service.