Attach this checklist to the front of your Safety Plan

Service Contractor:		Contract No:	

SERVICE CONTRACTOR SAFETY PLAN CHECKLIST (01065S-A)

Note: The Service Contractor shall submit this Service Contract Safety Plan Checklist as part of the plan. The checklist allows the Service Contractor to communicate to Sandia what parts of the 1065S Specification the Contractor feels is applicable and the means of addressing it by an affirmation on the checklist, SNL specific safety plan, and/or sections of the Contractor's corporate safety plan. If N/A is marked, the Contractor will refrain from doing any type of work that involves that specification area unless there are additional SNL steps and approvals.

SNL Specific Safety Plan		Corporate Safety Plan		Acknowledgement		Standard Specification 01065 ES&H for Service Contracts
Section	Para.	Section	Para.	Affirm	N/A	
						1.05 Quality Assurance
						Comply with applicable environmental, safety and health laws, rules, and regulations of SNL, DOE, Federal, State, and local governments, including OSHA 29 CFR 1910.
						Flow down requirements to subcontractors.
						Employees receive training on the Specification 01065S and on the CSSP (including this checklist).
						1.06 Contract-Specific Safety Plan
						Contract Specific Safety Plan (CSSP) states the nature of work.
						CSSP states potential hazards anticipated in this work
						CSSP states how hazards will be mitigated or how workers will be protected from hazards.
						CSSP addresses OSHA 29CFR 1910, DOE 10 CFR 851, ACGIH, and SNL-specific requirements
						CSSP incorporated sub-contractors safety plans.
						This 01065S-a Service Contract Safety Plan Checklist is attached to CSSP.
						Carcinogens are identified in the CSSP by list or MSDS.
						A chemical inventory of all chemical or chemical products anticipated for use on the project is identified. (Consumer products used in the same form, quantity, and concentration as a product packaged for distribution and use by the general public (i.e., Windex, Simple Green, and WD-40, in packages sold at retail) are not required to be submitted.
						Task-specific hazard analyses are documented for high hazard activities, including but not limited to: confined space, critical lifts, hot work, excavation, penetration, energized work, or activities requiring respirators.

SNL Specific Safety Plan		Corporate Safety Plan		Acknowledgement		
Section	Para.	Section	Para.	Affirm	N/A	
						1.06 Contract-Specific Safety Plan Continued
						CSSP identifies a hazard prevention and abatement process to ensure all identified and potential hazards are prevented or abated in a timely manner.
						Methods such as safety meetings are identified to inform employees of nature of work, potential hazards, mitigation, and protection prior to commencement of work. Document workers names, date, activities, hazards, and controls identified.
						Ensure visitors comply with CSSP and PPE requirements.
						Preserve accident scene until SNL Incident Commander, Safety Engineer, SCO or SDR arrives.
						Keep an office copy of CSSP and documented training and make them available to subcontractors, SPLs, and SNL safety personnel.
						Hazards that were not identified in original CSSP will be submitted as a CSSP addendum in the form of a Task-specific Safety Plan for acceptance.
						1.07 Jobsite Hazard Evaluation
						Contact the SPL or SDR for specific requirements if an unidentified hazard is encountered.
						1.08 Event Notification
						Identify procedures for reporting events, both emergency and non-emergency.
						1.09 Suspension of Work
						Address Suspension of Work: • All Personnel have the responsibility and authority to suspend activities they observe or in which they are a participant, if they believe the activity presents an imminent danger to employees, contractors, visitors, the public, or the environment. • Upon receiving suspension of work request (oral or written), immediately stop activity, and notify the SPL or SDR. Obtain name and phone number of person requesting suspension, and reason for suspension of work. Work shall not continue on that activity until issue has been resolved. • If a formal written Stop Work Order is issued, work may be restarted only with written work release from the SNL SCR. A stop work order has the: date and time of work stopped, reason for stoppage, requirements for contractor to resume work, date and time SNL expects corrective actions to be completed if required. The SCR will provide a work release that includes: Reference Stop Work Order, Reason for work stoppage, conditions for restart of activity, specified date and time when work may resume.

SNL Specific Safety Plan		Corporate Safety Plan		Acknowledgement		
Section	Para.	Section	Para.	Affirm	N/A	
1.10 Integrated Safety Management System (ISMS)						
						The Plan incorporates the following ISMS principles to the activity. • Work Planning • Work Hazard Analysis • Work Hazard Controls • Work Performance • Feedback and Improvement
1.11 Work Site Identification						
						Provide appropriate hazard identification and barricades in accordance with OSHA and FMOC Barricading Policy to warn contractor personnel and visitors of specific work hazards.
						Prior to work start, ensure personnel on site know and understand SNL signage that may be present on site during performance of work.
						Use flagging and tape barricades for temporary (less than 24 hour protection unless otherwise accepted by the SPL. Use orange safety fencing or snow fencing around excavations and trenching. Fencing shall be minimum 4 feet (1.2 m) high and secured vertically every 10 feet.
						Provide signage in compliance with OSHA for work. Protect unattended sites with applicable signs and barricades at all times.
						Have the following documents ready for review at project site: Project plans, specifications, and/or work orders/releases; required permits if applicable; and MSDSs for on site chemicals or hazardous materials.
3.01 Coordination of Work Impacting SNL Operations						
						Schedule work required to be performed above occupied areas for non-standard hours, unless specific and approved precautions including signage, barricades, occupant consent, and any other precaution deemed necessary by the SPL is provided in advance of operation.
						Submit Outage Request Worksheet in advance of activity requiring utility or equipment shutdowns that will impact ongoing SNL operations, observing the advance notice requirements thereon.
						Obtain permission from the SPL prior to removing any SNL administrative lock and/or tag.
3.02 Medical/Health Protection						
						For life threatening injuries or illness, immediately call for medical assistance by dialing 911 on SNL telephone or (505) 844-0911 on outside/cellular phone. Notify SDR or SPL immediately after taking emergency action.
						Transport personnel with non-life threatening injuries or illnesses that require medical attention to contractor's identified medical facility.

3.02 Medical/Health Protection (Continued)						
SNL Specific Safety Plan		Corporate Safety Plan		Acknowledgement		
Section	Para.	Section	Para.	Affirm	N/A	
						Accompany any employee receiving electrical shock to SNL medical facility during regular hours, no matter how minor. For non-standard work hours, seek medical attention in off site facility. Notify SPL or SDR after transporting to SNL medical.
						Report any accident, injury or illness to SDR or SPL as soon as possible. • Non-Emergency Medical Incident: Notify SDR or SCO within 24 hours. • Serious or Life-Threatening Accident or Illness: Notify SDR or SCO immediately after taking emergency action. • Submit SF 2050P to SDR within 3 days.
						Include an Industrial Health (IH) Program for work-related disease or illness with actual workplace monitoring and/or research of monitoring at other workplaces using ACGIH TLVs and required PPE. Includes chemical exposures (respiratory, noise, confined space).
						Address substance abuse prevention and testing.
						Do not enter an area that contains posted radiological signs, (signified by radiation symbol on yellow background with black or magenta markings) without prior SNL authorization, written instructions, Radiological Work Permit, and SNL-provided training appropriate for radiological hazard.
						SNL Radiological Protection must approve the use of any radioactive material or a radiation-generating device utilized in an activity or task.
						Radiation Program contact information is provided in the CSSP.
3.03 Waste Management and Disposal						
						Construction waste is solid waste and needs a determination to decide if it is hazardous waste.
						Debris should be identified and transported to an authorized landfill. Recoverable metals should be separated. Personnel trash should be removed from the site and disposed by the Contractor.
						Residue Material and Equipment: Intact and dismantled equipment/material not reused should be treated as government property and staged for evaluation by SNL SDR prior to being delivered to SNL reapplication yard.
						Empty Containers: Defined as < 3% of any non-acute chemical and should have an empty label. Empty containers with a capacity <5 gallons can go into regular trash, and > 5 gallons should be managed as chemical waste and disposal need to be coordinated with the SDR.
						Lamps: All light bulbs shall be removed from luminaires and managed as chemical waste. Lamps shall be boxed; the boxes palletted and labeled. Lamps meeting the EPA's TCLP limits for mercury release may be managed as non-hazardous waste. Notify the SNL SDR of chemical waste accumulation.

SNL Specific Safety Plan		Corporate Safety Plan		Acknowledgement		
Section	Para.	Section	Para.	Affirm	N/A	
3.03 Waste Management and Disposal (Continued)						
						Lamp Ballasts: Those not clearly marked as “non-PCB” shall be removed from luminaires with the “removed from service” date and a PCB label. Luminaires installed prior to 1980 with leaking ballasts or evidence of previous leaking shall be double-bagged or wrapped, and disposed of as PCB waste. Non-leaking ballasts clearly marked “non-PCB” may be left in fixtures and managed as residue waste
						Oil Containing Equipment: Oil shall be drained; equipment shall be managed as residue material, and drained oil shall be managed as chemical waste.
						Chemical Waste and Hazardous Waste: Managed as regulated wastes. This includes chemical wastes, used oil, asbestos; and PCBs. Inventory items, label all containers, contact SNL SDR that waste is ready for pick-up. SNL personnel will pick-up waste and determine disposal.
						NORM Materials: Naturally Occurring Radioactive Materials that have radioactivity above SNL free release limits. Waste items such as ceramic insulators, smoke detectors, thorium or uranium containing items are radioactive waste and shall not be sent to Reapplication.
						Radioactive Waste has detectable activity above SNL release limits. All radioactive waste must be surveyed by SNL Radiological technicians. All material must be properly containerized, labeled and disposed of per law.
						Mixed Waste is both radioactive and contains hazardous materials. SNL personnel will evaluate characterization and perform disposals. All material must be properly containerized and labeled. Approval is required prior to generation of mixed waste.
						Transportation of Hazardous Waste is not allowed by facilities contractors. Disposal must be coordinated with the SNL SDR.
						Bird Nesting Sites shall not be disturbed. Contact SPL for direction.
						Only travel area allowed is on Paved & Graded Roads. Travel into unapproved undisturbed areas is not allowed without prior approval.
3.04 General Project Work Practices						
						Contractor penetration or excavations procedures address the following: • Drawing Review • Site Investigation • Detection using Instrumentation • Use of appropriate tools and PPE
						Excavation permits shall be submitted to SPL no more than 14 days and no less than 6 days prior to start of excavation. (See Spec for activities requiring an excavation permit)

3.04 General Project Work Practices (Continued)						
SNL Specific Safety Plan		**Corporate Safety Plan**		**Acknowledgement**		
Section	**Para.**	**Section**	**Para.**	**Affirm**	**N/A**	
						Penetration permits must be submitted to SPL no more than 14 days and no less than 6 days prior to start of penetration into concrete slabs, floors, ceilings, roofs or walls greater than 2 inches in depth.
						Fire Safety Procedures address requirements as set forth in the International Fire Code (IFC) and ANSI Z49.1, Sections 4.3 and E4.3. All flammable/combustible material shall be stored according to the IFC. Maintain a 3ft clearance from all Fire Hydrants.
						There is no smoking on the Sandia site. All debris and trash shall be removed at least once per day.
						Notify the SPL or SDR if work impairs or inadvertently activates a fire control system. If the work impairs such a system, a Fire Protection Impairment Permit is required prior to the work commencing.
						Hot Work Permit: Prior to cutting, welding, open-flame burning, or use of tar kettles and roof solvents, obtain a Hot Work Permit from SNL Fire Protection Engineering. Display the issued permits in a prominent location at work site. Prior to getting the permit the following needs to be met: • If welding, brazing, or thermal cutting is performed, obtain a Welding, Cutting, and Brazing Control Permit from the Industrial Hygienist supporting FMOC construction and service operations prior to obtaining a hot work permit. • Operator(s) responsible for performing the hot work and personnel responsible for performing the fire watch duties annually shall view the training videos and read the accompanying literature provided by Fire Protection Engineering. These videos are approximately one (1) hour in combined length. • Hot work operations shall be suspended if in an area where a fire suppression system is impaired. • Individuals assigned to fire watch duty shall be responsible for the safety of the welder(s) in addition to that of the property, extinguishing spot fires and communicating an alarm. Individuals assigned fire watch duties must remain in the hot work area until hot work is completed and for thirty (30) minutes afterwards, and shall not have any other duties (e.g., not a runner).
						The operator(s) responsible for performing the hot work and the personnel responsible for performing the fire watch duties shall be trained in the use of portable fire extinguishers annually and shall have demonstrated proficiency (though certification).
						Fugitive Dust Control Permit: Obtain from SPL for surface disturbance activities affecting land area greater than 3/4 acre, sandblasting, and other surface preparation.
						Storm Water Control: For work areas greater than one (1) acre, develop and submit Pollution Prevention Plan to the SDR for review prior to service contract work activities. The Pollution Prevention Plan shall follow the EPA's National Pollution Discharge Elimination System (NPDES). This system addresses silt control and other possible storm water impacts. EPS's NPDES requires inspections at least every fourteen (14) calendar days and within 24 hours of the end of a storm event of 0.5 inches or greater. Inspections shall continue through the duration of the project. Contractors shall report spills and accidental releases to storm sewer system immediately to SDR.

3.04 General Project Work Practices (Continued)						
SNL Specific Safety Plan		Corporate Safety Plan		Acknowledgement		
Section	Para.	Section	Para.	Affirm	N/A	
						Earth Fill and Borrow Areas: Contractor needs written authorization from the SPL or in contract documents to utilize a designated borrow or fill area in a location other than the site.
						Sanitary Sewer Discharge: Notify SDR of planned discharges to sanitary sewer system, other than routine sewage, prior to discharge. SDR will review planned discharge and coordinate authorization from the Sandia Water Quality organization. Report spills and accidental releases to sanitary sewer system immediately to SDR.
						Surface Discharge: Notify SDR of planned surface discharges, prior to discharge. SDR will review planned discharge and coordinate authorization from Sandia Water Quality organization. Report spills and accidental releases immediately to SDR.
						Contractor's Hoisting and Rigging Procedures address all hoisting and rigging lifting operations involving but not limited to chain falls, bridge cranes, mobile cranes, forklifts, and all-terrain lifts. A hazard analysis shall be conducted to ensure compliance to OSHA, ASME and the DOE 1090 specification. Crane lifts are not anticipated in service work. If the need arises the contractor shall notify the SDR and the Facilities ES&H organization and work will be conducted in accordance with the above requirements.
						Contractor's Confined Space Entry Procedures identifies the type of confined space and includes the following: • Incorporation of all applicable regulatory requirements and SNL Specifications • Permitted CS and Non–Permit CS require continuous atmospheric monitoring • Permit required Confined Space Procedures • Non-Permit Confined Space Procedures • Commissioned Telecommunications Manholes and Vaults Requirements and Procedures • Notification requirements
						Contractor's Electrical Safe Work Practices includes the following: • Minimum requirements include NEC, NESC, NFPA 70E, and OSHA • Training • Documentation of training • Documented LO/TO Procedures • Arc Flash Protection • Shock Protection • GFCI Protection for 120-volt, single phase, 15 and 20-ampere receptacle outlets which are not part of permanent wiring

3.04 General Project Work Practices (Continued)						
SNL Specific Safety Plan		Corporate Safety Plan		Acknowledgement		
Section	Para.	Section	Para.	Affirm	N/A	
						Electrical Outage Requests: Prior to performing work on any live parts that are not placed in an electrically-safe work condition (energized work), Contractor shall contact the SPL and request an electrical outage. Exemptions to this requirement include tasks such as testing, troubleshooting, voltage measuring, etc. provided appropriate safe work practices and PPE are provided and used in accordance with NFPA 70 E.
						Contractor's Energized Electrical Procedures include all items required by NFPA 70E as well as the following: • Written justification/notification • Barriers and Signage • Notification • Qualified Personnel and back-up

COMMENTS
SNL Specific Safety Plan:
Corporate Safety Plan:
Acknowledgement: