

Applying ISMS to Subcontract Work at SRS

2010 ISMS Champions Meeting

Augusta, GA

9/13/10

A stylized, teal-colored silhouette of a mountain range is positioned in the bottom right corner of the slide, extending from the right edge towards the center.

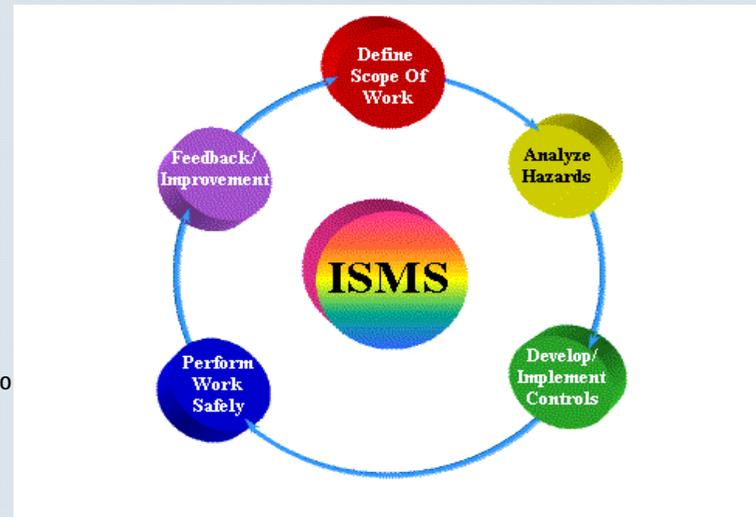
Subcontract Management Program (SMP)

SMP Oversight –

Implementation of SMP/STR Web Page

Formatted based on Integrated Safety Management System (ISMS)

- ❖ Define Scope of Work
 - Badging
 - CAT/GET
 - Links
 - Procurement Package
 - Security
- ❖ Analyze Hazards
 - Assisted Hazard Analysis
 - Drilling and Penetration
 - Electrical Topics and Hazardous Energy Control
- ❖ Implement Controls
 - Facility Entry Training Requirements
 - Industrial Hygiene
 - Pre-Job Briefing



SRS

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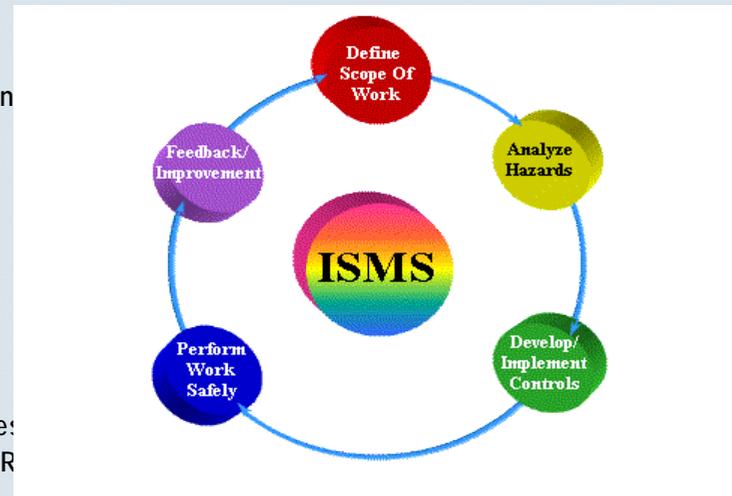
Subcontract Management Program (SMP)

SMP Oversight –

Implementation of SMP/STR Web Page (Continue)

- ❖ Perform Work
 - Directions, Maps, Per Diem, Towing Service
 - Government Property
 - Passport (Work Control)
 - Shipping and Transportation
 - Standing Orders
 - Stop Work/Time Out
 - Training

- ❖ Feedback/Improvement
 - Injury, Illness, Incident Reporting
 - Man Hour Reporting
 - Roundtable & Forum Minutes
 - STR Assessments and STAR
 - Safety
 - Subcontract Technical Management Execution Committee (STMEC)



SRS

s a v a n n a h r i v e r s i t e

Subcontract Management Program (SMP)

8 Q Manual Procedure 15
Safety Compliance

STR Oversight

■ FOCUSED OBSERVATIONS

- ❖ Point of Entry Process
- ❖ STR Monitoring

Subcontract Focused Observation Forms
The following pages contain hazard specific checklists and focused observation checklists.

[View All Checklists](#)

Elevated Work

Excavations

Forestry/Clearing

Fire Prevention

Hazardous Energy

Hazardous Material

Hoisting, Rigging & Cranes

Animal Handling

Medium & Heavy Equipment

Housekeeping

Trailers

PPE / Body Mechanics

Confined Space

Tools & Small Equipment

Legend

High Risk

Medium Risk

Low Risk

SRS

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Subcontract Management Program (SMP)

STR Oversight

8 Q Manual Procedure 15 Safety Compliance

■ FOCUSED OBSERVATION - Example

Elevated Work

No.	Rev.	Title	Category	Visitor/Vendor/ SubContract Form	Assessor Form	Input
F081 (81)	0	Aerial Lifts (JLGs, Platforms, Bucket Trucks, Cherry Pickers)	<ul style="list-style-type: none"> Elevated Work 			
F012 (12)	0	Barricades	<ul style="list-style-type: none"> Elevated Work Hoisting, Rigging & CRANES Excavations 			
F038 (38)	0	Fall Prevention & Protection	<ul style="list-style-type: none"> Elevated Work 			
F03 (3)	0	Ladders	<ul style="list-style-type: none"> Elevated Work 			
F036 (36)	0	Scaffold Use	<ul style="list-style-type: none"> Elevated Work 			

High hazard activities include any work where there is a potential fall exposure of 10 ft. or more at or above ground or floor level (i.e. working from ladders, unguarded scaffolds, unguarded walking/working surfaces, within 6 ft. of any openings large enough for a person to fall into: manholes, pits, vaults, wells). Consideration for Medium hazard activities would include areas with potential fall exposure of 6 ft. to 10 ft. Consideration for Low hazard activities would include potential fall exposure of less than 6 ft.



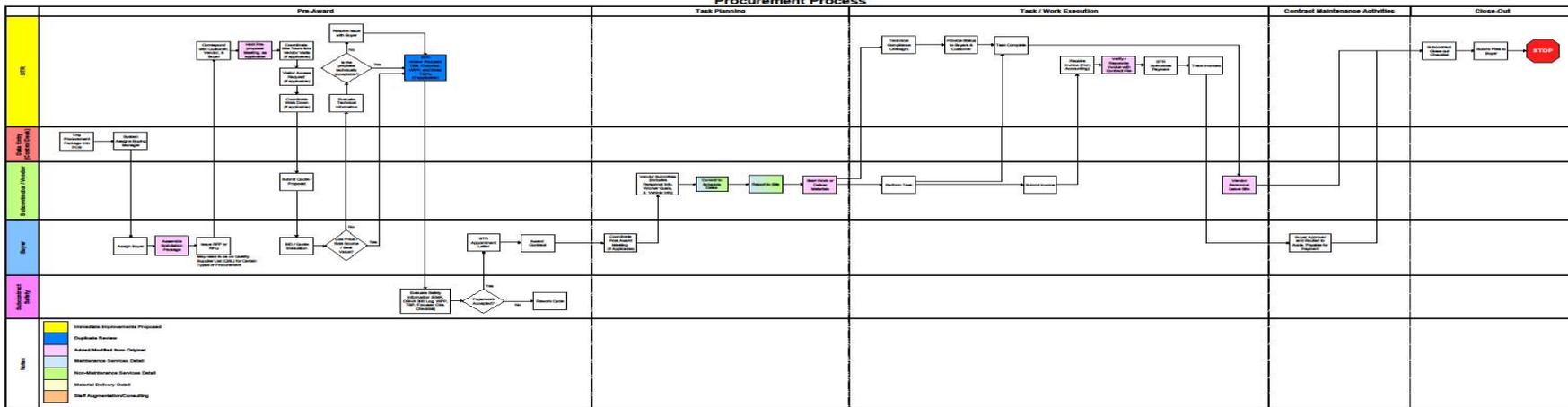
Subcontract Work Flow to ISMS

STR Processes, Criteria Review & Approach Documents (CRADS) crosswalk

- ◆ 11B Subcontract Technical Representative, Procedure 2.1 was rewritten to include the “cradle to grave” subcontract work flow process. (went from 7 pages to 36 pages)
- ◆ Created/Revised 4 STR Work Flow Process Maps, including CRADS; they are Procurement Process Map, Subcontract ISMS Work Flow Process Map, M&TE Work Flow Process Map, and Work Planning and Control Process Map (includes CRADS)
- ◆ 11B Subcontract Technical Representative, Procedure 2.1 was rewritten to include a newly created subcontract work flow process CRADS crosswalk.
- ◆ Created the Work Planning and Control Process Map that includes the CRADS crosswalk.
- ◆ Processes are all crossed referenced in 11B, 2.1; 8Q, 15 and 122.

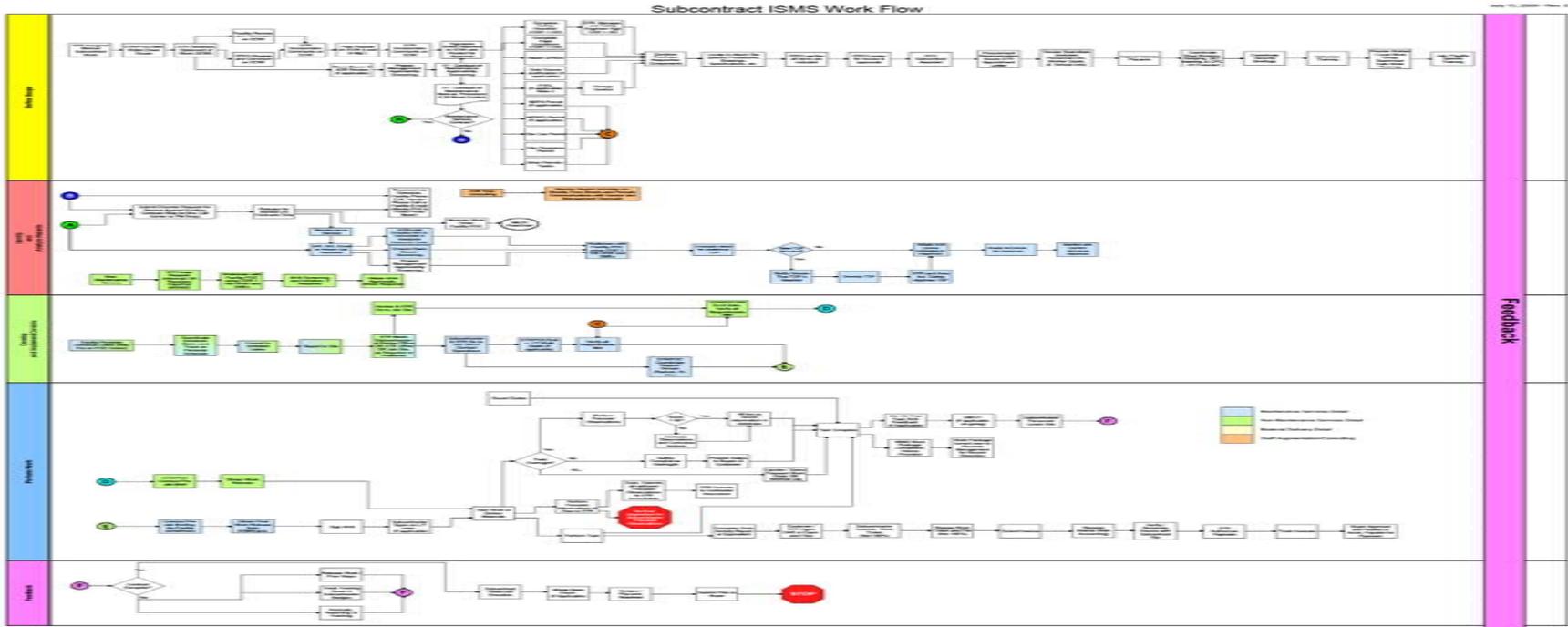
Subcontract Work Flow to ISMS

Procurement Process



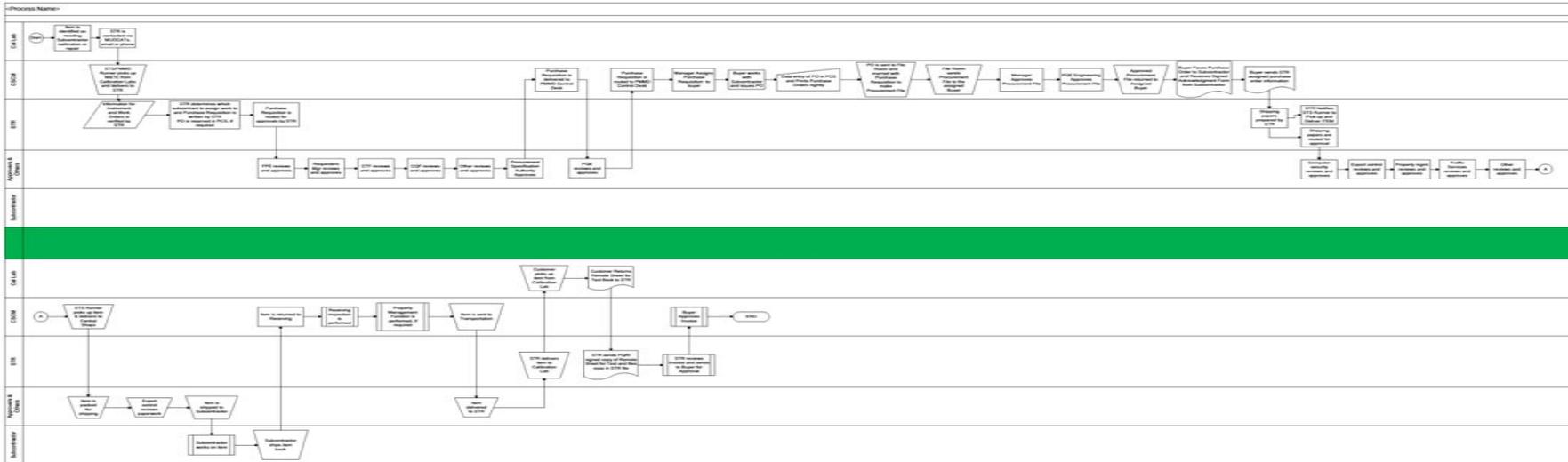
Subcontract Work Flow to ISMS

Subcontract ISMS Work Flow



Subcontract Work Flow to ISMS

M&TE Process

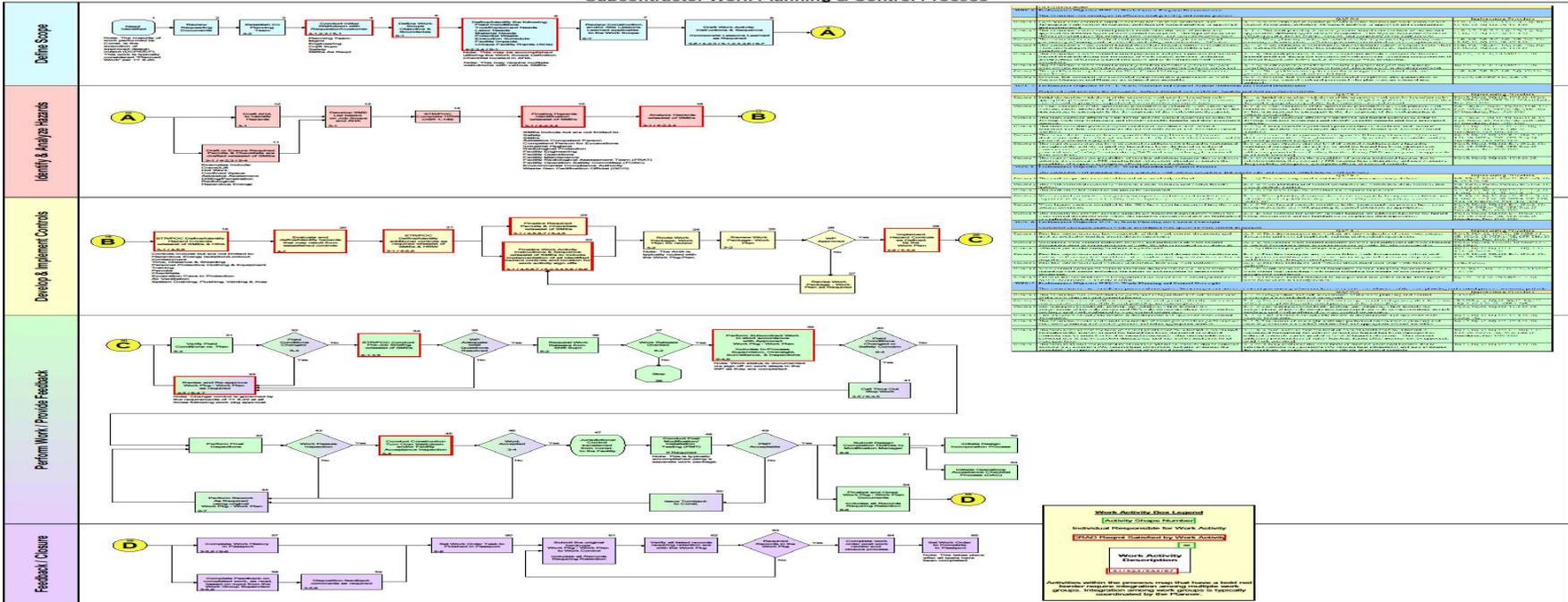


Subcontract Work Flow to ISMS

STR Work Planning and Control

Subcontractor Work Planning & Control Process

July 15, 2009 - Rev. 01



Subcontract Work Flow to ISMS

STR Processes, Criteria Review & Approach Documents (CRADs) crosswalk

- ◆ Developed the Hazards Review Worksheet (HRW) OSR 1-189, the Facility Point of Contact (POC) list, and the Facility/STR POC responsibilities list.
- ◆ Initiated the Hazard Review Worksheet with the facility POCs on 8/17/09.
- ◆ Processes are all crossed referenced in 11B, 2.1; 8Q, 15 and 122.

Voice of the Customer Forum

- ◆ Voice of the Customer Forum (VOCF) has been established as an outside entity to provide a conduit between the subcontract management team and facility personnel.
- ◆ The Forum is responsible for soliciting and compiling Customer feedback, evaluating recommendations, enhancing two-way communications, and fostering teamwork with the Customer organizations for effective subcontract management.
- ◆ The Forum ensures that customers' feedback and recommendations concerning various aspects of subcontract management are adequately addressed and recommended for implementation, when appropriate.

STR Program (hiring/training)

- ◆ For the ARRA programs we hired 48 Staff Aug STRs to supplement an FTE staff of 54.
- ◆ Issued a Purchase Requisition to initiate OSHA thirty hour training for the construction and industry standards. The subcontract was awarded to Georgia Tech in 2009 for onsite training of all STRs.
- ◆ Requested the Training Department administer the Subcontract Management Program STR Training Plan, and implement to site standards, as necessary. In August of 2009, the SRNS Training Department officially accepted responsibility of managing the STR/SMP Training Program.

Quarterly Subcontractor Safety Forum

- ◆ SRNS conducts a quarterly safety forum with present and perspective vendors. The forum is open to all.
 - ◆ Presentations are conducted by SRNS, Subcontractors, and local businesses on a variety of topics focusing on safety.
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QUESTIONS