

Savannah River Site (SRS)

Category A Service & Construction Subcontract Prequalification Checklist

Overview and Instructions:

10 CFR 851 requires contractors and subcontractors working at a Department of Energy facility to provide a place of employment that is free from recognized hazards that are causing or have the potential to cause death or serious physical harm to workers. This provision of the rule closely parallels the OSHA general duty clause established in Section 5(a)(1) of the OSH Act of 1970. SRS requires all subcontracting companies to identify hazards & controls associated with their specific subcontract scope of work.

If applicable to your specific subcontract, the following documents must be completed and submitted as they are listed below.

Any questions should be directed to the SRS buyer for resolution with the SRS safety professional responsible for reviewing and accepting the Prequalification Packet. Nothing in this checklist must be construed as relieving a subcontractor from complying with any additional specific requirement that it determines to be necessary to protect the safety and health of workers.

Subcontractor Name:	
RFP/Proposal:	
SRS Buyer:	
Subcontract Technical Representative (STR):	
*Assigned Competent Person (ACP):	
Licensed Medical Provider: Note: Select from provided list or type name of other	
Safety Representative/Professional (If Applicable): Note: Select which option applies to your contract	
Industrial Hygiene Professional/Technician (If Applicable): Note: Select which option applies to your contract	
Prequalification Checklist Revision Number: Note: If this is your first revision, select "R0"	

***Assigned Competent Person:** Individual who determines need for visitor/vendor, determines initial hazard designation, identifies proper checklists and determines if a focused observation is necessary, prints and reviews detailed checklists at job site, provides job site safety briefings and performs focused observations. This individual may be a SRS Performing Entity Employee or their subcontractors.

Signature: _____ Date: _____

Forms for Completion:

EMR & TRC Worksheet – Subcontractors must provide information related to the firm's Experience Modification Rate (EMR) and their OSHA Total Recordable Case Rate (TRC) for the past three full calendar years.

Note: *Certain exemptions apply per 29 CFR 1904.1 (ten or fewer employees) and Non-Mandatory Appendix A to Subpart B of Part 1904 (partially exempt industries).*

Corporate Safety and Health Policy Statement – Subcontractors must provide a statement on company letterhead acknowledging a Corporate Safety and Health Policy and compliance with SRS procedures. If specialized work is not covered in site procedures, subcontractors must submit any appropriate documentation of safeguards to be implemented.

Qualifications (If Applicable) – The subcontractor shall designate on-site safety and industrial hygiene representation, as specified in the subcontract. Reference OSR 1-126 (Subcontract Field Conditions) to determine if your subcontract requires safety and/or industrial hygiene staff.

Guidance Documents(Pages 6-8):

1. Onsite Safety and Health Staffing Requirements
2. Local Medical Providers

Documents to Submit:

- *Resume (If Applicable)* – On-site safety and industrial hygiene representation requires minimum staffing qualifications. To satisfy this requirement, submit a resume for each proposed individual for review and acceptance.
- *Insurance Confirmation of EMR Rate* – Subcontractors must provide a letter from its Workman's Compensation Insurance Carrier certifying the EMR data provided to SRS.
- *OSHA 300 Logs/Summaries (If Applicable)* – Subcontractors must attach copies of the OSHA Annual Summary Logs (OSHA's Form 300A) for the previous 3 years.
Note: *Certain exemptions apply per 29 CFR 1904.1 (ten or fewer employees) and Non-Mandatory Appendix A to Subpart B of Part 1904 (partially exempt industries).*

EMR & TRC Worksheet

Subcontractor Name: _____

Date of Submission: _____

1. Experience Modification Rate (EMR) – List your firm’s Worker’s Compensation Insurance interstate EMR for the immediate past three (3) years. (Use intrastate rating if interstate rating is not available).

Experience Modification Rate (EMR)			
Year		Rate	
Year		Rate	
Year		Rate	
3-year average			

2. OSHA Total Recordable Case Rate (TRC) – List your firm’s cumulative injury statistics rates below for the past three (3) full calendar years using the BLS formula to determine recordability. NOTE: TRC Rate is derived from the total number of injuries and illnesses related to a common exposure base of 100 full time workers. The common exposure base enables one to make accurate inter-industry comparisons, trend analysis over time, or comparisons among firms regardless of size. The rate is calculated as: $N \times 200,000 / EH$ (where N = total number of injuries and illnesses (recordable cases); 200,000 = base for 100 full time equivalent workers (working 40 hours per week, 50 weeks per year); and EH = total hours worked by all employees during the calendar year

OSHA Total Recordable Case Rate (TRC)							
Year		# recordable cases		Man-hours		Recordable rate	
Year		# recordable cases		Man-hours		Recordable rate	
Year		# recordable cases		Man-hours		Recordable rate	
3-year average							

3. Number of fatalities (previous three years and current year) _____

Note: Certain exemptions apply per 29 CFR 1904.1 (ten or fewer employees) and Non-Mandatory Appendix A to Subpart B of Part 1904 (partially exempt industries).

Corporate Safety & Health Policy Statement

Per the requirements of Alternative I, subcontractors are required to provide a letter acknowledging a Corporate Safety and Health Policy and confirmation of compliance with SRNS procedures. This form is intended to serve in lieu of a statement submitted on company letterhead by the subcontractor. Please check all boxes that apply to your specific subcontract and attach additional documentation for review and acceptance. For further guidance, refer to the Terms & Conditions within your subcontract.

Subcontractor Name: _____

Date of Submission: _____

Please check the statement(s) that apply to your company.

We acknowledge that we have an established Corporate Safety and Health Policy and confirm that we will brief/train our employees to applicable site procedures as referenced in the subcontract prior to performing work.

Tasks have been identified in the Statement of Work as outside the scope of SRNS procedures. As a result, we have attached appropriate documentation, procedures or manuals containing task hazard reviews and safeguards to be implemented for review and acceptance.

A significant change or addition has been made to previously submitted documentation, procedures or manuals. As a result, we have attached all applicable revised documentation for review and acceptance.

Qualifications

Per the requirements specified within the contract, the subcontractor shall designate on-site safety and industrial hygiene representation. The proposed individual(s) must meet minimum qualification requirements listed in the guidance document titled, “Onsite Safety and Health Staffing Requirements”. Please note a **resume** or equivalent must be submitted for each proposed individual to demonstrate they meet the minimum qualifications.

Required Personnel

Reference OSR 1-126 for Safety & Industrial Hygiene staffing that apply to your contract.

Safety	
<i>Note: Select which level of representation applies to your contract.</i>	
Name	
Job Title	

Industrial Hygiene	
<i>Note: Select which level of representation applies to your contract.</i>	
Name	
Job Title	

1. Onsite Safety and Health Staffing Requirements

As noted on the OSR 1-126 Subcontract Field Conditions Form

Safety Professional

The subcontractor's onsite Safety staff shall work closely with SRNS management to effectively implement the subcontractor's Worker Protection Plan and SRNS safety rules.

The subcontractor shall submit the Safety Professional's resume along with any applicable certifications to SRNS.

To qualify as a subcontractor Safety Professional, personnel will hold at least one (1) of the following:

- 1) Certified Safety Professional (CSP)
- 2) Associate Safety Professional (ASP)
- 3) Bachelor's degree or an Associate degree in Safety and Health through an accredited organization or one recognized by the American Society of Safety Professionals (ASSP).
- 4) A least three (3) years of full-time work experience in the field of safety and health.

The subcontractor Safety staff's duties may include, but are not limited to:

- Manage the subcontractor's safety program and implement the approved Worker Protection Plan consistent with 10 CFR 851 as well as all applicable required regulations.
- Interface with SRNS Safety and Health staff and the Subcontract Technical Representative (STR) to resolve safety and health issues.
- Ensure safety and health requirements have been identified and flowed down to all workers.
- Conduct safety and pre-job meetings as required.
- Attend all injury/incident fact finding meetings or other project related meetings as required.

Safety Representative

The subcontractor's onsite Safety staff shall work closely with SRNS management to effectively implement the subcontractor's Worker Protection Plan and SRNS safety rules.

The subcontractor shall submit the Safety Representative's resume along with any applicable certifications to SRNS.

To qualify as a subcontractor Safety Representative, personnel will hold at least one (1) of the following:

- 1) A minimum of thirty (30) hours of formal OSHA Safety and Health training or have one of the following certifications:
 - a. Occupational Hygiene and Safety Technician (OHST)
 - b. Construction Health and Safety Technician (CHST)
 - c. Safety Trained Supervisor (STS)
 - d. Safety Trained Supervisor Construction (STS-C)
 - e. Safety Management Specialist (SMS)
- 2) Twelve (12) months experience in Safety & Health with an understanding of 29 CFR 1926 and 29 CFR 1910.

The subcontractor Safety staff's duties may include, but are not limited to:

- Manage the subcontractor's safety program and implement the approved Worker Protection Plan consistent with 10 CFR 851 as well as all applicable required regulations.
- Interface with SRNS Safety and Health staff and the Subcontract Technical Representative (STR) to resolve safety and health issues.
- Ensure safety and health requirements have been identified and flowed down to all workers.
- Conduct safety and pre-job meetings as required.
- Attend all injury/incident fact finding meetings or other project related meetings as required.

1. Onsite Industrial Hygiene Staffing Requirements

As noted on the OSR 1-126 Subcontract Field Conditions Form

Industrial Hygiene Professional

The subcontractor's onsite Industrial Hygiene staff shall work closely with SRNS management to effectively implement the subcontractor's Worker Protection Plan and SRNS safety rules.

The subcontractor shall submit the Industrial Hygiene Professional's resume along with any applicable certifications to SRNS.

To qualify as a subcontractor Industrial Hygiene Professional, personnel will have the following:

- A baccalaureate degree, issued by an accredited college or university in industrial hygiene, engineering, chemistry, physics, biology, medicine or related physical and biological sciences and a minimum of three (3) years full-time industrial hygiene experience.

Note: A completed master's degree in a related physical or biological science, or in a related engineering discipline, may be substituted for one (1) year of the experience requirement; and a similar doctoral degree may be substituted for an additional year of the experience requirement.

The subcontractor's Industrial Hygiene staff's duties may include, but are not limited to:

- Producing or conducting exposure assessments.
- Determining appropriate sampling equipment and sampling methods.
- Demonstrating technical competency with industrial hygiene equipment.
- Maintaining industrial hygiene equipment.
- Developing equipment management files and conduct training on equipment.
- Notifying supervisors and personnel of sampling and monitoring results.
- Performing Industrial Hygiene surveys, sampling, studies, and investigations.
- Maintaining records such as exposure assessments, fit-test records, training, any medical surveillance information.

Industrial Hygiene Technician

The subcontractor's onsite Industrial Hygiene staff shall work closely with SRNS management to effectively implement the subcontractor's Worker Protection Plan and SRNS safety rules.

The subcontractor shall submit the Industrial Hygiene Technician's resume along with any applicable certifications to SRNS.

To qualify as a subcontractor Industrial Hygienist Technician personnel will meet one of the following:

- Associate degree in industrial hygiene
- Associate degree in an allied field and one (1) year experience under the supervision of an Registered Professional Industrial Hygienist (RPIH), Registered Industrial Hygienist (RIH), Certified Industrial Hygienist (CIH), or other health & safety professional.
- Have three (3) years of full-time experience under the supervision of an RPIH, RIH, CIH, or other health & safety professional.

The subcontractor's Industrial Hygiene staff's duties may include, but are not limited to:

- Determining appropriate sampling equipment and sampling methods.
- Demonstrating technical competency with industrial hygiene equipment.
- Maintaining industrial hygiene equipment.
- Developing equipment management files and conduct training on equipment.
- Notifying supervisors and personnel of sampling and monitoring results.
- Performing Industrial Hygiene surveys, sampling, studies, and investigations.
- Maintaining records such as exposure assessments, fit-test records, training, any medical surveillance information.

2. Local Medical Providers

Urgent/Prompt Care:	Hospitals:
<u>Piedmont Prompt Care at Silver Bluff</u> 1021 Silver Bluff Rd Aiken, SC 29803 Phone: (803) 648-0587	<u>Aiken Regional Medical Center</u> 302 University Parkway Aiken, SC 29801 Phone: (803) 641-5000
<u>Doctors Care – Aiken</u> 6167 Braided Mane Pass SW Aiken, SC 29803 Phone: (803) 648-1464	<u>Piedmont Augusta</u> 1350 Walton Way Augusta, GA 30901 Phone: (706) 722-9011
<u>Doctors Care – North Aiken</u> 1029 York St NE Aiken, SC 29801 Phone: (803) 648-4119	<u>Augusta University Medical Center</u> 1120 15 th St Augusta, GA 30912 Phone: (706) 721-2273
<u>Piedmont Prompt Care at Sweetwater</u> 107 Walnut Ln, Suite 102 North Augusta, SC 29880 Phone: (803) 202-7110	<u>Trinity Hospital of Augusta</u> 260 Wrightsboro Rd Augusta, GA 30904 Phone: (706) 481-7000
<u>Piedmont Prompt Care of Evans</u> 447 N. Belair Rd #101 Evans, GA 30809 Phone: (706) 854-2222	<u>Doctors Hospital of Augusta</u> 3651 Wheeler Rd Augusta, GA 30909 Phone: (706) 651-3232
<u>Evans Urgent Care and Family Medicine</u> 800 Oakhurst Dr Evans, GA 30809 Phone: (706) 364-5500	
<u>Martinez Urgent Care</u> 210 Oak Street Martinez, GA 30907 Phone: (706) 855-1755	