

# 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 attached to this packet as they are listed.

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:<br><b>Note:</b> <i>Select from provided list or type name of other</i>                               |  |
| Safety Representative/Professional (If Applicable):<br><b>Note:</b> <i>Select which option applies to your contract</i>         |  |
| Industrial Hygiene Professional/Technician (If Applicable):<br><b>Note:</b> <i>Select which option applies to your contract</i> |  |
| Prequalification Checklist Revision Number:<br><b>Note:</b> <i>If this is your first revision, select "R0"</i>                  |  |

**\*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 (Form A)* – 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).*

*Corporate Safety and Health Policy Statement (Form B)* – 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) (Form C)* – 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 (Included):

1. Onsite Safety and Health Staffing Requirements
2. Local Medical Providers
3. Instructions for Attachments

## Attachments:

*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).*

*Focused Observation (FO) Checklist (If Applicable)* – SRS has specific Focused Observation (safety) Checklists that subcontractors must incorporate into their WPPs. Checklist applicable to the subcontracted work are found on OSR 1-183. Access each applicable checklist at: [https://www.srs.gov/general/busiops/PMMD/SRNS\\_general\\_provisions.htm#gen\\_provisions-Focused](https://www.srs.gov/general/busiops/PMMD/SRNS_general_provisions.htm#gen_provisions-Focused). Identify the applicable lines of inquiry (LOIs) and complete and sign the bottom portion of each checklist and attach to this packet.

## EMR & TRC Worksheet (FORM A)

**Subcontractor Name:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

- 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                     |  |      |  |

- 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                        |  |                    |  |           |  |                 |  |

- Number of fatalities (previous three years and current year) \_\_\_\_\_
- For companies which are exempt from record keeping requirements per 29 CFR 1904.1 (ten or fewer employees), complete the above items 1 and 3 and provide an attachment to this form summarizing the cause of the injuries/illnesses for the past three (3) years including current year. Additionally, include corrective action taken to prevent re-occurrence.

## Corporate Safety & Health Policy Statement (FORM B)

*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. Form B 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 Special Terms & Conditions within your subcontract.*

**Subcontractor Name:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

### Please check the statement(s) that applies 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.

*Attach additional documentation, procedures or manuals here*

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.

*Attach revised documentation here*

## Qualifications (FORM C)

Per the requirements specified within the contract, the subcontractor shall designate on-site safety and industrial hygiene representation. The designation must include the person’s qualifications for review and acceptance. To identify minimum qualification requirements, utilize the guidance document included in this package, “Onsite Safety and Health Staffing Requirements”.

### 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   |  |

**Note:** A resume or equivalent must be submitted for each proposed individual.

# 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:

- 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
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## 2. Local Medical Providers

| Urgent/Prompt Care:  | Hospitals:   |
|--|--|
| <p><u>University Prompt Care</u><br/>           1021 Silver Bluff Rd<br/>           Aiken, SC 29803<br/>           Phone: (803) 648-0587</p>                           | <p><u>Aiken Regional Medical Center</u><br/>           302 University Parkway<br/>           Aiken, SC 29801<br/>           Phone: (803) 641-5000</p>        |
| <p><u>Doctors Care – Aiken</u><br/>           850 Aiken Mall Dr SW<br/>           Aiken, SC 29803<br/>           Phone: (803) 648-1464</p>                             | <p><u>University Hospital</u><br/>           1350 Walton Way<br/>           Augusta, GA 30901<br/>           Phone: (706) 722-9011</p>                       |
| <p><u>Doctors Care – North Aiken</u><br/>           1029 York St NE<br/>           Aiken, SC 29801<br/>           Phone: (803) 648-4119</p>                            | <p><u>Augusta University Medical Center</u><br/>           1120 15<sup>th</sup> St<br/>           Augusta, GA 30912<br/>           Phone: (706) 721-2273</p> |
| <p><u>University Prompt Care</u><br/>           107 Walnut Ln #100<br/>           North Augusta, SC 29860<br/>           Phone: (803) 202-7110</p>                     | <p><u>Trinity Hospital of Augusta</u><br/>           2260 Wrightsboro Rd<br/>           Augusta, GA 30904<br/>           Phone: (706) 481-7000</p>           |
| <p><u>Prompt Care &amp; Occupational Medicine Centers</u><br/>           447 N. Belair Rd #101<br/>           Evans, GA 30809<br/>           Phone: (706) 854-2222</p> | <p><u>Doctors Hospital of Augusta</u><br/>           3651 Wheeler Rd<br/>           Augusta, GA 30909<br/>           Phone: (706) 651-3232</p>               |
| <p><u>Evans Urgent Care and Family Medicine</u><br/>           800 Oakhurst Dr<br/>           Evans, GA 30809<br/>           Phone: (706) 364-5500</p>                 |  |
| <p><u>Martinez Urgent Care</u><br/>           210 Bobby Jones Expy<br/>           Augusta, GA 30907<br/>           Phone: (706) 855-1755</p>                           |  |

### 3. Instructions for Attachments

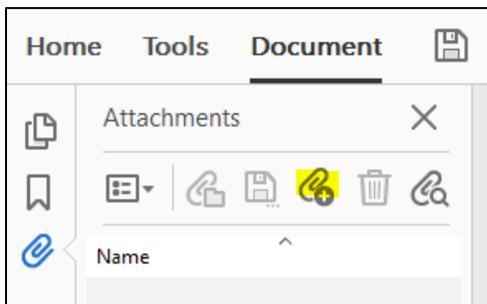
The attachments section outlines supporting documents that must be submitted, when applicable to the contract and included as part of the overall package. The package has been designed for documents to be uploaded directly to the package in support of a single document submission. Please follow the instructions listed below to attach documents to the package. If you do not have access to the appropriate software, are unable to correctly attach documents, or have other questions related to attachments within your package, please contact your assigned Buyer.

1. Locate the *title* of the applicable attachment found under the “Attachments” section.

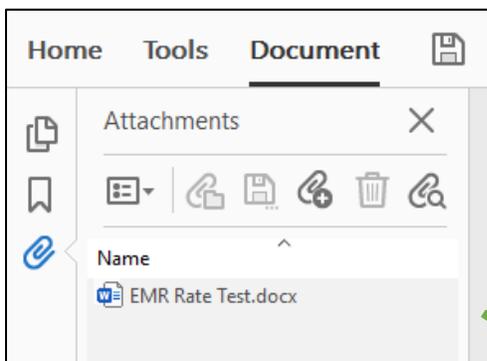
2. “Left” click on the  icon next to the title where you wish to upload a supporting document.

**Attachments:**

-  *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.
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3. An attachments pane will display on the left side of the screen. Left click the paperclip with the + sign. This will display your personal files with the option to “Add Files”. Select the file you wish to upload as supporting documentation and click “Open”.



4. Verify the document has uploaded properly and upload all remaining, applicable, attachments next to their corresponding title.