

Service Subcontractor Safety: Implementation Plan

Department: Chemical and General Safety

Program: Service Subcontractor Safety

Owner: Program Manager, Butch Byers

Authority: ES&H Manual, Chapter 49, Service Subcontractor Safety

The requirements of Chapter 49, "Service Subcontractor Safety", will be phased in according to the following schedule.

Section Number	Section Title	Effective (for both new and renewed subcontracts)
5.1.3	<p>Planning and Document Review</p> <p>B/CA no longer sends all service subcontractor PWHAs and SSSPs to CGS. POC will review and accept safety planning documents, and will request CGS support as needed. Service subcontractor safety program manager to work with director and deputy director of purchasing to train B/CA.</p>	Immediately
5.1.1	<p>SLAC Point of Contact (POC)</p> <p>Short term: B/CA asks requestor to assign POC and documents in text of purchase order. B/CA requires POC to read roles and responsibilities available online.</p> <p>Long term: Purchase requisition form requires POC assignment and acceptance of responsibilities before submittal (hard programmed).</p>	<p>Short term: January 1, 2007</p> <p>Long term: BIS and PeopleSoft re-programming and subsequent user education: 6-12 months (complete by December 1, 2007)</p>
5.1.2	<p>Risk Categorization</p> <p>Short term: B/CA asks POC to assign risk category and documents category in text of purchase order.</p> <p>Long term: Purchase requisition form requires risk category field to be completed before submittal (hard programmed).</p>	<p>Short term: January 1, 2007</p> <p>Long term: BIS and PeopleSoft re-programming and subsequent user education: 6-12 months (complete by December 1, 2007)</p>
5.1.4	<p>Notification</p> <p>Service subcontractors must notify their SLAC POC prior to any day their staff will be on site.</p>	April 1, 2007 for new subcontracts or subcontracts renewed after this date
Various	<p>Various</p> <p>Revise terms and conditions for service subcontractors to include provisions for notification prior to arrival, submittal of safety planning documents, etc.</p>	July 1, 2007