1 Purpose

The purpose of this procedure is to ensure an equivalent level of safety requirements as called for by Chapter 2, “Work Planning and Control”, and Chapter 42, “Subcontractor Safety”, while accommodating the unique requirements of laser service subcontractor work. It covers work planning and control (WPC) for laser service subcontractor work on Class 3B and Class 4 laser systems. It applies to SLAC project managers, laser facility program managers, system laser safety officers (SLSOs), buyers, ESH coordinators, the laser safety officer (LSO), and subcontractors.

2 Procedures

The LSO reviews the work plans, provides safety oversight, and gives the final work release following a pre-job briefing. WPC for laser service subcontractor work has some differences compared to other high-hazard service work and does not utilize a service manager (SM), but it does utilize many of the same procedures and safety documents and forms, as referenced here.

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| 1.   | Project manager | Submits purchase requisition for laser installation (may be part of a laser purchase) or laser maintenance/service, sends notification of purchase requisition to the SLAC LSO. The requisition will indicate sole source if applicable, give scope/statement of work, and note that on-site work will be done that requires:  
  - Site-specific safety plan (SSSP) and job safety analysis (JSA) documents  
  - A description of laser safety training for subcontractor personnel  
  - Approval by the LSO  
Completes the Subcontractor Safety: Work Classification Form, with assistance if necessary from an ESH coordinator. The project manager will be the SLAC point-of-contact (POC) for the subcontractor. |
<p>| 2.   | Buyer | Conducts procurement process, utilizing terms and conditions appropriate for on-site service work |
| 3.   | Buyer | Awards contract to the selected service subcontractor |</p>
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| 4.   | Project manager | Consults with the LSO and starts to put together the required safety documentation in a WPC “red folder” (examples available on the [Laser Safety Program Site](#)). At this stage:  
   - Prepares the SSSP and an associated JSA. (Templates are available on the [Laser Safety Program Site](#), under “Service Subcontractors”.) The SSSP and JSA will generally reference the laser facility’s SOP document and, if applicable, area hazard analysis; subcontractor personnel follow the same safety requirements as SLAC’s qualified laser operators.  
   - Sends the SSSP and JSA to the subcontractor for review and for subcontractor to make any needed updates or changes; sends copies to the LSO |
| 5.   | Subcontractor | Signs the SSSP and sends it to the buyer and/or the project manager |
| 6.   | Project manager | Obtains the necessary signatures for the SSSP, including from the LSO and the SLSO, then submits signed SSSP to the buyer and requests a notice to proceed (NTP) |
| 7.   | Buyer | Issues NTP to subcontractor |
| 8.   | Project manager | Completes a work integration plan (WIP) document (template available on the [Laser Safety Program Site](#), under “Service Subcontractors”), notifying the ESH coordinator and laser facility program manager of the service work planned |
| 9.   | Laser facility program manager | Signs initial release for the work on the WIP |
| 10.  | Project manager, subcontractor | Complete site access requirements for badging and training |
| 11.  | Project manager, SLSO, LSO, and subcontractor | Pre-job briefing held  
   JSA is updated as needed and then signed by all personnel  
   Pre-job review document is completed and signed by all personnel (template available on the [Laser Safety Program Site](#), under “Service Subcontractors”  
   SLSO signs JSA indicating authorization for the work  
   LSO gives final release as indicated on the WIP document |
| 12.  | Subcontractor | Performs work under supervision of project manager  
   Keeps red folder with all the safety documentation available at the job site |
| 13.  | LSO | Performs periodic inspections of the work |
| 14.  | Project manager | Provides update status to LSO at the end of each day until the work is completed  
   Notifies LSO when any changes may be needed to the JSA (if changes are needed, these require signature approvals, re-authorization by SLSO, and re-release by LSO) |
| 15.  | Project manager | Notifies LSO when work is complete |
| 16.  | SLSO | Retains appropriate documentation for laser service work in the Laser System Safety Binder |
| 17.  | LSO | Updates the spreadsheet summary of laser service work |
3 Forms

The following forms and systems are required by this procedure:

- Laser site-specific safety plan (SSSP), job safety analysis (JSA), work integration plan (WIP), and pre-job review templates (available from the Laser Safety Program Site [SharePoint], under “Service Subcontractors”)
- Subcontractor Safety: Work Classification Form (SharePoint). Form for documenting classification of project as green or non-green work, and for non-green, initial ESH assessment
- Laser Service Subcontractor Log. Spreadsheet summary of completed laser service work (available from the Laser Safety Program Site [SharePoint], under “Service Subcontractors”)

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- The SLSO retains appropriate documentation for laser service work in the laser facility’s safety binder or SharePoint site
- The LSO updates the Laser Service Subcontractor Log of laser service work when the work is complete

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 10, “Laser Safety”
  - Laser Safety Program Site (SharePoint)
- Chapter 2, “Work Planning and Control”
  - Work Planning and Control (includes forms and online tools)
- Chapter 42, “Subcontractor Safety”
- Chapter 55, “Site Access Control”
  - Site Access Control: Site Access by Individual and Area (SLAC-I-720-0A00S-002)