



ENVIRONMENT, SAFETY & HEALTH DIVISION

Chapter 42: [Subcontractor Safety](#)

Subcontractor Safety Staff Needs Assessment Form

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/subcontractorFormSafetyRep.pdf>

This form documents the determination of whether a subcontractor *safety representative* is required for *construction* and *high-risk service* projects. It is to be completed by the SLAC project manager (or designee) in consultation with an Environment, Safety, and Health (ESH) coordinator and/or a representative of the Environment, Safety, and Health (ESH) Division. The project manager is to keep the completed form. (See [Subcontractor Safety: Non-green Work Procedure](#) [SLAC-I-730-0A21C-024].)

Instructions

- Project team analyzes a project's safety risk using the Needs Assessment Criteria. The entire project may be reviewed at once or it can be reviewed phase-by-phase.
- Total score of 15 or more will point to a need for a subcontractor safety representative for the project or phase. Any category with a high risk (4 points) will also be flagged and examined further. One high-risk category alone may point to the need for a safety representative. Project may need a safety representative (or even more than one) for some phases but not others. The final decision must be included in the project specifications before the request for proposals is published.

1 Project / Phase

Project Name		Project Phase	
Phase Description			

2 Score

Category	Description	Score (1, 2, or 4 pts)
Work activity		
Business / science / community impact		
Site conditions / location		
Number of trades		
Duration		
Number of workers		
Total score		
Conclusion		

3 Reviewers

SLAC Project Manager		Signature		Date	
SLAC ESH Coordinator or ESH Division Representative		Signature		Date	
SLAC FCM / SM (optional)		Signature		Date	
Other (optional)		Signature		Date	

4 Needs Assessment Criteria

Category	Low-risk (1 point)	Medium-risk (2 points)	High-risk (4 points)
Work activity	<ul style="list-style-type: none"> Audio/visual installation Carpet installation Furniture installation (no LOTO) Hanging window coverings Tile installation 	<ul style="list-style-type: none"> ≤ 480 V electrical Drywall Elevated surface work plan (competent person) Excavation < 20 feet in depth Forklift operation Framing Furniture installation (LOTO) Hoisting/rigging (ordinary) Landscaping Simple LOTO Small abatement or remediation Small remodel 	<ul style="list-style-type: none"> > 480 V electrical Complex or group LOTO Concrete pumping Demolition Drilling wells Electrical in underground vault Elevated surface work plan (qualified engineer) Energized electrical work permit Excavation ≥ 20 feet Hoisting/rigging (critical lift) Large abatement or remediation Permit required confined space Roofing replacement Significant use of heavy equipment Steel erection Tree trimming Tunneling
Business / science / community impact	<ul style="list-style-type: none"> Auditorium Cafeteria Conference room Offices Recreational facility 	<ul style="list-style-type: none"> < 12 kV system Active labs Active R&D areas (eg, NLCTA) Active user facility Assembly/production/shop areas Sensitive equipment 	<ul style="list-style-type: none"> 12 kV system B50 impact Cooling tower critical to accelerator Linac/MCC impact Master substation Site-wide utility system (air, water, sewer, electrical) SSRL accelerator impact Unique equipment with long lead times
Site conditions / location / complexity	<ul style="list-style-type: none"> Greenfield Unoccupied offices or labs 	<ul style="list-style-type: none"> Occupied offices or labs 	<ul style="list-style-type: none"> Access challenges or impact Central quad Director's office High fire danger (for example, Wunderlich Park) Major pedestrian area
Number of trades	≤ 3	4-6	≥ 7
Duration of project	< 3 months	3-9 months	> 9 months
Number of workers	≤ 9	10-19	≥ 20