Chapter 42: Subcontractor Safety

Green Work Procedure

1 Purpose

The purpose of this procedure is to ensure that green subcontracted work meets SLAC’s environment, safety, and health (ESH) requirements. It covers the planning, procurement, and execution of such work. It applies to SLAC line management, project managers, points of contact (POC), procurement specialists, ESH coordinators and ESH Division representatives, and subcontractors.

1.1 Introduction

The SLAC work planning and control (WPC) program categorizes work activities as green, yellow, or red (see Chapter 2, “Work Planning and Control”). Green work is limited to those technical or administrative activities commonly performed by the public, posing well known hazards, with controls that may be implemented without permits or special ESH training, excluding training required to access the SLAC site (see Site Access Control: General Requirements).

All subcontracted work at SLAC is classified by the POC or project manager as green or non-green, using the Subcontractor Safety: Work Classification Form. Based on the classification, ESH requirements are communicated to subcontractors using either this procedure or the Subcontractor Safety: Non-green Work Procedure.

All subcontractors at SLAC, regardless of work classification, must either submit an injury and illness prevention plan (IIPP) that complies with the Department of Energy (DOE) Worker Safety and Health Program (10 CFR 851) or adopt SLAC’s 851-compliant IIPP. Note an 851-compliant IIPP has requirements in addition to those found in Cal/OSHA regulations. (See Subcontractor Safety: Additional IIPP Requirements.) The decision whether to adopt SLAC’s IIPP or submit the subcontractor’s own is documented in the Subcontractor Safety: Injury and Illness Prevention Program Acknowledgement Form.

Subcontractor submittal and personnel requirements are summarized in Subcontractor Safety: Subcontractor Submittal and Personnel Requirements.
## 2 Procedure

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<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>Project Assignment</strong></td>
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<tr>
<td>1.</td>
<td>Line management</td>
<td>Identifies need for subcontracted work. Appoints a person to execute the responsibilities of the point of contact (POC) for the subcontract</td>
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<td><strong>Pre-award</strong></td>
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| 2. | POC | • Develops the statement of work (SOW)  
• Completes a purchase requisition (PR). (Note if this is a supplemental PR that does not change the scope of an existing PO, this procedure does not apply.)  
• Completes the Subcontractor Safety: Work Classification Form, with assistance if necessary from an ESH coordinator. If responses to questions indicate the work is non-green, follows the Subcontractor Safety: Non-green Work Procedure. |
| 3. | Procurement | Sends the Subcontractor Safety: Injury and Illness Prevention Program Acknowledgement Form and the Subcontractor Safety: Work Planning and Control Summary for Subcontractors to the subcontractors/proposers with the request for proposal/quotation (RFP/RFQ) |
| 4. | Subcontractor | Completes the injury and illness prevention program acknowledgement form and submits with proposal  
If choosing not to adopt SLAC’s IIPP, attaches own 851-compliant IIPP |
| 5. | Procurement | Reviews submitted injury and illness prevention program acknowledgement form and ensures it is complete. Returns if incomplete.  
If subcontractor has submitted own 851-compliant IIPP, uploads on the Subcontractor Safety Program Site for ESH review |
| 6. | ESH Division representative | If subcontractor has submitted own 851-compliant IIPP, reviews and approves or requests changes |
| **Post-award** | | |
| 7. | Procurement | Contract awarded, files the injury and illness prevention program acknowledgement form of awarded subcontractor and issues the notice to proceed |
| **Work Commencement** | | |
| 8. | POC | • Ensures subcontractor is aware of limitations or boundary conditions associated with the work  
• Ensures that the work being performed is appropriately characterized as green. Involves ESH coordinator and follows the Subcontractor Safety: Non-green Work Procedure if it is determined that the work needs to be reclassified as non-green. |
| 9. | Subcontractor | Complies with all work planning and control requirements and stops work in the affected area when an imminent hazard is identified, until appropriate protective measures are established (see Chapter 2, "Work Planning and Control") |
3 Forms

The following forms and systems are required by this procedure:

- **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

- **Subcontractor Safety: Injury and Illness Prevention Program Acknowledgement Form** (SLAC-I-730-0A21J-032). Form for documenting subcontractor acknowledgement of injury and illness prevention program requirements and capturing occupational medicine information

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- ESH maintains completed work classification forms on the **Subcontractor Safety Program Site**

- Procurement maintains completed injury and illness prevention program acknowledgement forms for awarded subcontractors

5 References

**SLAC Environment, Safety, and Health Manual** (SLAC-I-720-0A29Z-001)

- **Chapter 42, “Subcontractor Safety”**
  - **Subcontractor Safety: Subcontractor Submittal and Personnel Requirements** (SLAC-I-730-0A21S-063)
  - **Subcontractor Safety: Additional IIPP Requirements** (SLAC-I-730-0A21S-062)
  - **Subcontractor Safety: Non-green Work Procedure** (SLAC-I-730-0A21C-024)
  - **Subcontractor Safety: Work Planning and Control Summary for Subcontractors** (SLAC-I-730-0A21T-011)
  - **Subcontractor Safety Program Site** (SharePoint)

- **Chapter 2, “Work Planning and Control”**

- **Chapter 55, “Site Access Control”**

  - **Site Access Control: General Requirements** (SLAC-I-720-0A00S-001)

Other SLAC Documents

- **SLAC Injury and Illness Prevention Program** (SLAC-I-720-0A21B-001)

Other Documents