

Subcontractor Instructions for Completing SRS Worker Protection Plans

SRRPreparationGuide

This preparation guide will assist Savannah River Remediation (SRR) subcontractors prepare acceptable worker protection plans (WPPs) per SRS subcontract requirements.

Step 1

Locate the boilerplate Environment Safety and Health Compliance (ESH) flow down requirements in your solicitation package/subcontract. A graded approach is used to tailor these requirements to the hazards and complexity of your work at SRS and will differ depending on your subcontract scope.

Step 2

Access the following link to 10 CFR 851:

<http://energy.gov/sites/prod/files/2014/04/f15/851rule.pdf>

Review the requirements applicable to your SRS subcontract. 10 CFR 851 Worker Safety and Health Program requirements are incorporated by reference in SRS subcontracts.

Your company is responsible to implement all applicable 851 requirements via your internal practices, policies, procedures, worker protection plan and when applicable task specific plans. Your company will need to become familiar with these requirements.

Step 3

Locate the Savannah River Site (SRS) Service and Construction Subcontract Worker Protection Plan (WPP) Evaluation (Primary) Checklist is available on SRR's External homepage. <http://www.srs.gov/general/busiops/SRR-Procurement/index.htm>

Structure your WPP to reflect the minimum program elements identified in the SRS checklist.

Step 4

In your solicitation package/subcontract, locate and review the Statement of Work (SOW), Statement of Work Clauses, Field Condition Form, and any other related documents that may include ESH requirements that need to be incorporated or reflected in your SRS Site Specific WPP. Carefully review the overview and instructions in the front of this document before you begin preparing / assembling your WPP.

If you do not understand the requirements or know how to prepare an acceptable WPP, then you should consult with your manager and seek assistance from your safety or human resource department/representative. If you don't have these resources within your company, you may need to seek an outside source to assist you or in preparing your

company's WPP and securing other related safety submittal documentation required by the subcontract.

Step 5

Complete the checklist and WPP per the instructions. Your WPP must be SRS specific and at a minimum reflect the program elements that are applicable to your subcontract scope. If you incorporate a section from your company's corporate safety plan, be sure it addresses each program element in the checklist. If it does not, revise that section of your WPP, so it will be accepted.

Section II of the WPP evaluation checklist identifies **Site Directives/Policies**. Some "*sample clauses*" were developed to assist you in understanding the intent and expectations for documenting these program elements in your WPP. You should expand on the clauses by stating in your own words how your company will implement them and your expectations for employees. Be sure to address all the directives and policies in this section.

Step 6

If Task Specific Plans (TSPs) are required, you will need to refer to the guidance on SRR's homepage and prepare the documents accordingly.

<http://irmsrv02.srs.gov/general/srs-home.html>

Be sure to seek input from your project management / supervision / technicians that'll be performing the onsite SRS work. This process involves identifying the required tasks, related hazards, and documenting the safeguards and controls. These are living documents that will likely need to be revised to incorporate project/facility hazards at SRS prior to beginning work. Your WPP and TSPs are critical documents that must be in place before work can be released at SRS.

Step 7

Submit your WPP and applicable TSPs to SRR for acceptance.

Step 8

SRR accepts or comments on the WPP and applicable TSPs.

Once the WPP and TSPs are complete and accepted, SRR expects that you provide the necessary training and brief your employees on your SRS Specific Worker Protection Plan **before** they report to SRS to begin work. Make sure that project management is aware of and has a copy of the accepted documentation.

If you have questions or need clarification you should contact the appropriate SRS procurement buyer who will arrange an onsite meeting or teleconference with SRS safety personnel responsible for reviewing and accepting your WPP and other related safety submittals.