
4. Other ES&H Requirements at LBNL

4.1 Hazard Communication

LBNL is committed to following the federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (or Right to Know law) and the OSHA Laboratory Standard (29 CFR 1910.1200 and 29 CFR 1910.1450). These standards require that you be provided with health and safety information necessary to protect yourself against potentially harmful exposures to hazardous substances. A hazardous substance is any chemical or material that can harm your body either at the time of or after exposure.

LBNL's hazard communication program is described in PUB-5341, *Chemical Hygiene and Safety Plan* (CHSP). The CHSP describes our hazardous material labeling system and has a link to access our Material Safety Data Sheet database. The CHSP may be accessed from the Laboratory Web site's A-Z Index.

4.2 Visitor/Gate Access

When entering LBNL, all visitors are required to show a valid photo-identification card, provide citizenship information, and register on the Visitor's Log. Employees with a Lab ID may vouch for a visitor either on the shuttle bus or at the gate and must assume responsibility for that person while on the site. Visitors arriving at the gate who have not been cleared will remain at the gate area while their host is being contacted.

4.3 Vehicle Safety

The maximum speed limit at LBNL is 15 mph. However, lower speeds are often necessary due to the hilly terrain, wildlife, and frequent hazardous conditions such as road repair, wet weather, poor visibility, and pedestrian traffic. Drive carefully, and always wear seat belts.

Park in designated areas only. Do not block access areas needed by emergency vehicles. For parking and traffic concerns, contact Security at ext. 4050.

4.4 What Should I Do in the Event of an Accident or Incident?

In case of fire, explosion, gas leak, chemical or radiological accident, or any other emergency, evacuate from the immediate area to prevent further injury. Get help from professional emergency responders by calling the appropriate emergency number listed on the first page of this pamphlet.

4.5 Management of Hazardous Materials and Wastes

Hazardous wastes and chemicals, radioactive materials, medical waste, and contaminated equipment must be managed appropriately to prevent exposures or injuries to LBNL staff, the general public, and the environment. All visitors, employees, and subcontractors who generate hazardous waste at LBNL must comply with federal regulations, state regulations, and Laboratory requirements for waste storage, characterization, and labeling. No waste generated at LBNL may be removed from the site. LBNL retains all legal liability for waste generated on site and will provide appropriate disposal.

4.6 General Employee Radiological Training

A variety of radioactive materials and radiation-producing machines such as X-ray machines, electron beam devices, and accelerators are used to conduct research at LBNL. If you are visiting LBNL facilities, you must complete EHS0470, General Employee Radiological Training (GERT) unless escorted at all times on LBNL property. GERT can be completed online at the EHS Training Web page. If you are unable to access the online training, contact your LBNL host.

NOTES:



Environment, Health & Safety Division

ES&H Orientation For Non-Construction Subcontractors, Vendors & Affiliates

IMPORTANT CONTACT INFORMATION

Rob Connelly (SJHA Program Manager):

Office (510) 486-4028, Cell (510) 520-9043

Your LBNL Contact Person:

Name: _____ Phone: _____

Site Access: (510) 486-4551

Security: (510) 486-4050

Site Access is located in Building 65A

Office hours: 8 a.m. to 5 p.m.

IN CASE OF EMERGENCY

From a "Lab" phone or any other location: **DIAL 911**

Immediately report all accidents to your supervisor and your LBNL contact whether or not an injury has occurred.

Your Requirements

All non-construction subcontractors, vendors, and affiliates who plan to work at LBNL are required to do the following:

- Perform all work safely with full regard to the well-being of workers, the public, and the environment, and protect property from damage or loss as a result of LBNL's activities.
- Be familiar with all ES&H requirements that apply to all who work at LBNL.
- Know the hazards in your assigned work area, the level of protection required, specific safe work practices, and applicable health and safety requirements.

Complete a Subcontractor Job Hazards Analysis (SJHA) form and attend a pre-job meeting with your LBNL host before performing any hands-on work at an LBNL facility. **Perform only work activities for which you have been authorized by LBNL.**

1. Integrated Safety Management System (ISMS) Core Functions

When you work at LBNL, apply these five core ISMS functions to any task that could potentially affect the public, the workers, and the environment:

- 1) Define the scope of work.
- 2) Analyze the hazards.
- 3) Develop and implement hazard controls.
- 4) Perform work within the controls.
- 5) Provide feedback and continuous improvement.

2. Subcontractor Flow-Down of Safety and Health Requirements

The DOE Worker Safety and Health Program (WSHP) mandates that LBNL safety and health requirements flow down to subcontractors and vendors, and that there is verification that requirements are being met. Violations may be subject to federal civil penalties.

2.1 Major Flow-Down Requirements at LBNL

- Integrated Safety Management System is required.
- 10 CFR 851, DOE *Worker Safety & Health Program*, compliance is required; it uses federal OSHA Standards (29 CFR 1910), and makes NFPA 70E, *Standard for Electrical Safety in the Workplace*, federal law at LBNL.
- General Employee Radiological Training (GERT) must be completed.
- Use fall protection 100% of the time when working above 6 feet.
- Dig and Penetration Permits are required.

In addition, when working at LBNL:

- Know the fire-exit locations and routes of egress from the building in which you are working.
- Park in designated parking areas.
- Follow all instructions from your host, and ask for guidance if you have questions.

3. LBNL Non-Construction Safety Assurance

Before you perform hands-on work at an LBNL facility, you are required to complete a Subcontractor Job Hazards Analysis (SJHA), read this orientation, attend a pre-job meeting, and sign and date the SJHA.

3.1 What Is Defined as Hands-On Work?

The following activities are examples of hands-on work:

- Use of hand or power tools
- Repair or service of a device, apparatus, machine, or mechanism
- Material handling
- Handling or disposing of chemicals; compressed gas; or a hazardous, radioactive or biohazardous material

The following activities are NOT defined as hands-on work, unless they also include an activity associated with hands-on work (see above):

- Office and administrative work
- Computer programming
- Attending or making a presentation or providing classroom training
- Supervision of worker(s) not performing hands-on work
- Document archiving
- Financial auditing
- Photography
- Language translation
- Chauffeur or taxi services

3.2 What Is a Subcontractor Job Hazards Analysis?

The SJHA identifies the work, scope, hazards, and controls, and is a work authorization document.

The SJHA includes:

- Description of the work phase or activity (scope of work)
- Identification of the potential hazards associated with the activity
- A list of the subcontractor's planned controls to mitigate the identified hazards

3.3 What Occurs at a Pre-Job Meeting?

After you have completed an SJHA and reviewed this pamphlet, you are required to meet with your LBNL host to review the SJHA, discuss any questions regarding work safety at LBNL, and sign and date the SJHA. If a permit is required (e.g., LOTO, Hot Work, or Confined Space Entry), it must be obtained before your work can begin.