

# Utilizing ISM Core Functions to Control PNNL Contractor Activities

Presented by  
**Todd Haynie**

**PNNL WS&H Technical Group Leader**

2008 ISM Workshop Presentation  
August 2008



**Pacific Northwest**  
NATIONAL LABORATORY

# Introduction

- Battelle Operating Contract at PNNL
- PNNL Standards Based Management System
- Systems and Tools
- ISM Core Functions

# Defining Scope of Work

- ▶ Statements of Work
- ▶ Contract Specifications

# Statements of Work and Contract Specifications

- ▶ A Statement of Work is a written document describing what is being purchased.
- ▶ Contract Specifications are technical requirements for the material, product, or service being procured.

# Analyzing Hazards Associated with Work

- ▶ Risk Assessment Questions
- ▶ Risk Assessment Checklist

# Risk Assessment Questions

## E-Pro | Risk Assessment Questions

Requisition#: 0000069358 | Status: Draft | Date Saved: Not Saved

You must correctly answer 'yes' or 'no' to each question listed below. If you do not understand the question or need assistance, SBMS links are provided to assist you. After answering all questions, scroll to the bottom of the form and click on the appropriate button.

### Does the good(s) or service(s) to be procured involve....

1.  Yes  No ...the subcontractor performing work ONSITE within the consolidated Laboratory?

**SBMS Reference(s):**

[Security Badges](#)

[Purchasing Goods and Services  
\(Special Requirements\)](#)

**Approval Required:**

Worker Safety and Health Technical Group Lead

**Applicable Contract Clause(s):**

[3113A - Environment, Safety, and Health Requirements \(on-site\)](#)

2.  Yes  No ... the potential to impact the radiological safety of the Laboratory, the public, or the environment, and is being procured on a project where Price-Anderson Amendment Act (PAAA) has been identified as applicable by the Project Manager?

**SBMS Reference(s):**

[Price Anderson Amendments Act](#)

**Applicable Contract Clause(s):**

[3110 - Nuclear Hazards Indemnity Agreement](#)

[3111 - Price-Anderson Amendments Act](#)

# Risk Assessment Checklist

## E-Pro | Risk Assessment Checklist

Requisition#: 0000069358 | Status: Draft | Date Saved: Not Saved

Check all boxes applicable to the good or service being purchased. If you do not understand the question or need assistance, SBMS links are provided to assist you. When you have completed this, scroll to the bottom of the form and click on the appropriate button.

Check all that Apply	SBMS Reference(s)	Forms & Tools	Contact	Contact Type
1. <input type="checkbox"/> Air or Liquid Discharges may be generated	<a href="#">Airborne Emissions</a> <a href="#">Liquid Effluents, Managing</a>	<a href="#">Quick Decision Guide</a>	Effluent Management	Approver
2. <input type="checkbox"/> Aircraft Services	<a href="#">Aircraft Flight Operations</a>	<a href="#">Flight Operations Request</a>	PNNL Aviation POC	Approver
Biological Material:	<a href="#">Biological Material</a>		Biological Safety Officer	Approver
3. <input type="checkbox"/> <ul style="list-style-type: none"><li>Select agents/select agent surrogates</li><li>Microorganisms: BSL-2, RG-2, Animal Pathogens, Plant Pathogens, Human Pathogens</li></ul>				

# Developing and Implementing Hazard Controls

- ▶ ES&H Clauses
- ▶ Contractor Environment Safety and Health (CESH) Manual
- ▶ Preliminary Hazard Assessment (PHA)

# ES&H Clauses

▶ 3113a On-Site Clause

▶ 3113e Off-Site Clause

# PNNL Contractor, Environment, Safety and Health (CESH) Manual

- ▶ Applies to On-Site Contractors
- ▶ Identifies minimum regulatory ES&H requirements
- ▶ Includes references to DOE requirements.

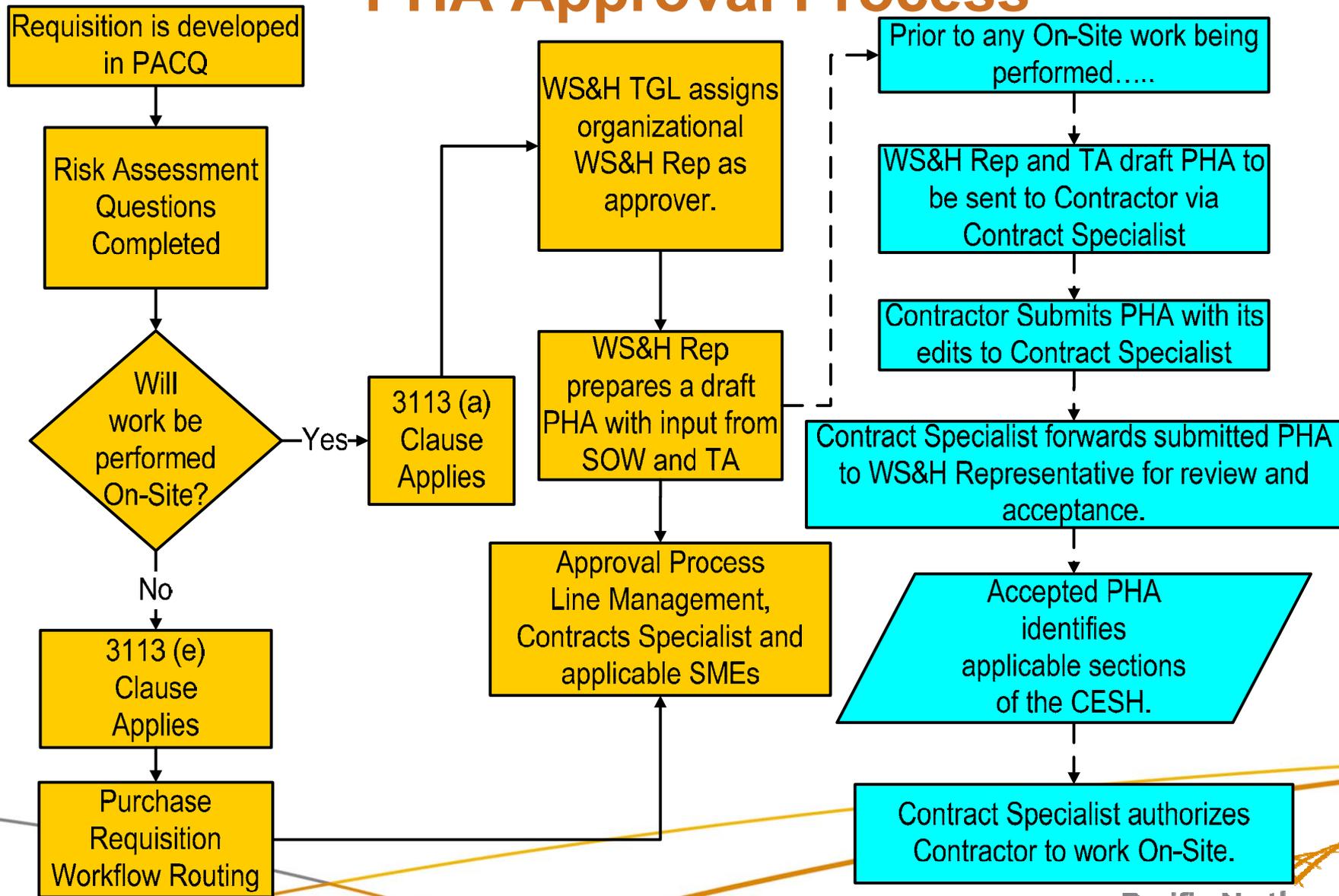
# Preliminary Hazard Assessment (PHA)

 <p><b>Battelle</b> <i>The Business of Innovation</i></p>	<p><b>Contractor</b> <b>Preliminary Hazard Assessment</b> <b>Form</b></p>			Requisition# P.O. #:	
				Date:	
Contractor:		PNWD Contract Specialist:		PNWD Safety and Health Representative:	
<b>Statement of Work:</b> (Reference SOW provided on requisition)					
<b>Mandatory sections of the Contractor Environment Safety &amp; Health (CESH) Manual when performing onsite work:</b>					
<ul style="list-style-type: none"> <li>▪ Program Policy,                             <ul style="list-style-type: none"> <li>▪ Pre-Job Planning,</li> <li>▪ Housekeeping,</li> </ul> </li> </ul>			<ul style="list-style-type: none"> <li>▪ Hazard Communication,                             <ul style="list-style-type: none"> <li>▪ Safety Orientations</li> <li>▪ Injury/Illness Recordkeeping and Reporting,</li> </ul> </li> </ul>		
<b>POTENTIAL or KNOWN HAZARDS</b>		<b>MINIMUM APPLICABLE SECTION(S) OF THE CESH</b>			
	a	b	c	a – potentially requires pre-job briefing b – potentially requires a permit c – potentially requires formal training	
Asbestos	x	x	x	Industrial Hygiene Program; Personal Protective Equipment;	
Beryllium	x		x	Industrial Hygiene Program; Chronic Beryllium Disease Prevention Program;	
Biological	x	x	x	Industrial Hygiene Program;	
Chemical				Industrial Hygiene Program; Hazard Communication	
Cold Stress				Industrial Hygiene Program;	
Compressed Gases				Hazard Communication; Cutting, Welding, Grinding	
Welding, Cutting, and/or Grinding		x	x	Controlling Hot Work;	

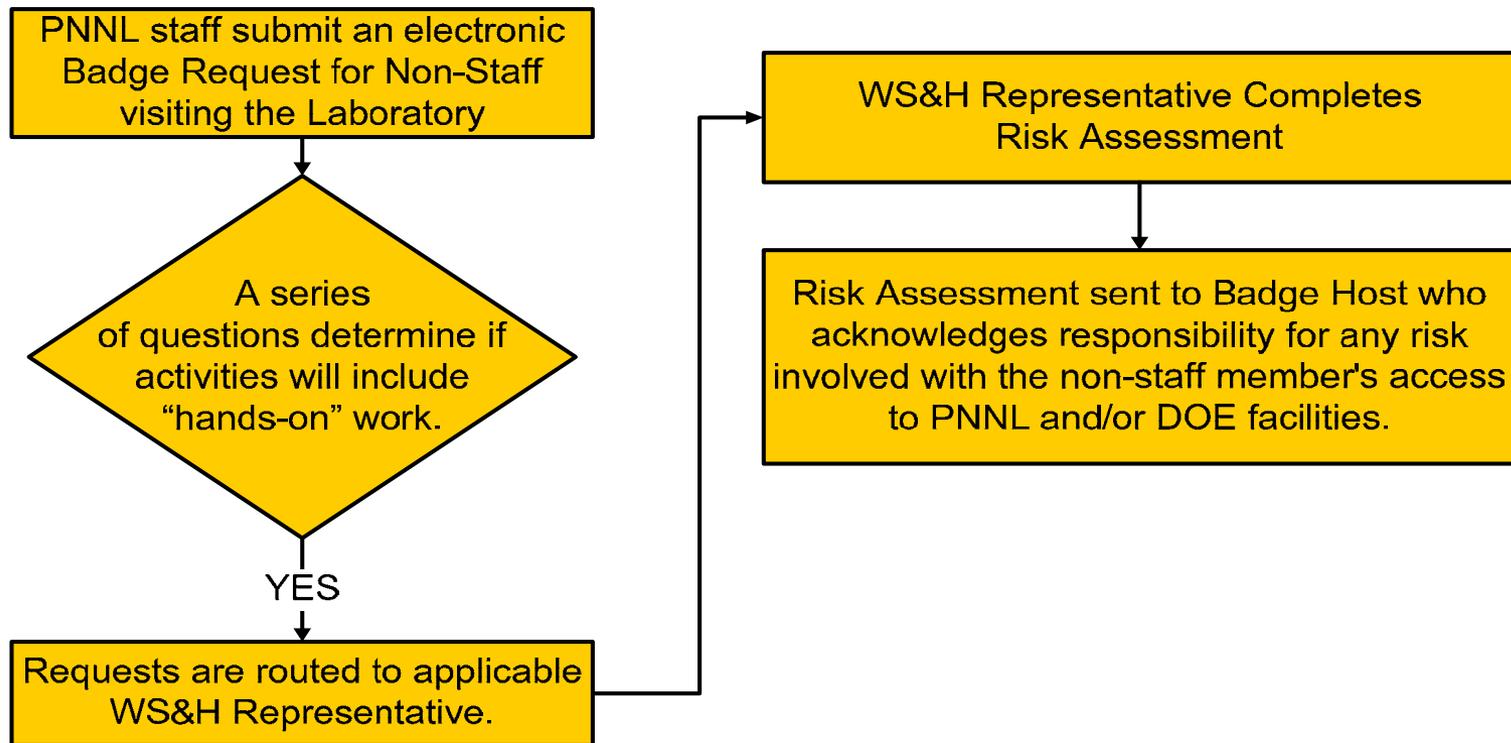
# Performing Work Within Controls

- ▶ Approved PHA
- ▶ Badge Request

# PHA Approval Process



# Badge Request Approval



# Providing Feedback and Improvement

- ▶ Safety Inspections
- ▶ Pre and Post – Job Meetings
- ▶ Project Close Out

# Conclusion

- ▶ Effective Flow Down of Requirements
- ▶ Effective Planning and Performance
- ▶ Meeting ISM Core Functions

# Questions