



Visitor and Subcontractor Handbook

2011

**A supplemental guide to safety, health,
security, and environmental concerns at
Oak Ridge Associated Universities (ORAU) and the
Oak Ridge Institute for Science and Education (ORISE)**

**Environment, Safety, and Health Office
Facilities and Transportation Department
Occupational Health Office
Procurement & Contracts Administration Office
Safeguards & Security Department**

Signed by: _____

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Date

8/24/2011

The **Oak Ridge Institute for Science and Education** (ORISE) is a U.S. Department of Energy institute focusing on scientific initiatives to research health risks from occupational hazards, assess environmental cleanup, respond to radiation medical emergencies, support national security and emergency preparedness, and educate the next generation of scientists. ORISE is managed by Oak Ridge Associated Universities.

Oak Ridge Associated Universities (ORAU) is a university consortium leveraging the scientific strength of major research institutions to advance science and education by partnering with national laboratories, government agencies, and private industry. ORAU manages the Oak Ridge Institute for Science and Education for the U.S. Department of Energy.

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SECTION 1 [\(back\)](#)

ACRONYMS

ATDD	Atmospheric Turbulence and Diffusion Division
CPR	Cardiopulmonary Resuscitation
DOE	Department of Energy
EPA	Environmental Protection Agency
ESH	Environment, Safety, and Health (the organizational group)
ES&H	Environment, safety, and health (the work performed)
FMS	Facilities Management Section
FTD	Facilities and Transportation Department
GFCI	Ground Fault Circuit Interrupter
HR	Human Resources
HWA	Hazardous Work Authorization
ISD	Information Systems Department
MSDS	Material Safety Data Sheet
OH	Occupational Health
ORAU	Oak Ridge Associated Universities
ORISE	Oak Ridge Institute for Science and Education
OROC	Oak Ridge Operations Center
OSHA	Occupational Safety and Health Administration
PCA	Procurement and Contracts Administration
POC	Point of Contact, ORAU/ORISE (for subcontractors or visitors)
PPE	Personal Protective Equipment
PTT	Professional and Technical Training
QAP	Quality Assurance Program
QMS	Quality Management System
REAC/TS	Radiation Emergency Assistance Center/Training Site
S&S	Safeguards and Security
VPP	Voluntary Protection Program
V&SH	Visitor and Subcontractor Handbook

SECTION 2 [\(back\)](#)

INTRODUCTION

The Visitor and Subcontractor Handbook (V&SH) provides essential safety, health, security, and environmental regulations and information to ensure the well being of those visiting or temporarily working within ORAU or ORISE facilities. It also applies to all persons not employed by ORAU/ORISE who visit or work in the non-public areas on ORAU/ORISE premises with the following exceptions: (1) badged Department of Energy (DOE) personnel with access to the facilities or those admitted by authorized personnel and (2) badged local emergency response personnel (e.g., fire, police, ambulance and rescue responders) during emergencies within facilities.

SECTION 3 [\(back\)](#)

ACCESS REQUIREMENTS

1.0 ORAU/ORISE FACILITY DESIGNATIONS

ORAU/ORISE facilities are designated as public or non-public areas, and the access requirements for visitors and subcontractors are based on the facility designations and are different for each.

1.1 Public Areas

The buildings cited below are public areas on ORAU/ORISE premises:

- Building MC-100 [lobby and reception area, restrooms, OH offices, board room, and classroom when being used].
- Pollard Auditorium Conference Center [auditorium, lobby, and breakout rooms of east-end, upper level]. The main facility entrance doors are locked except during organized events.
- Building SC-10 [front hallway, reception area, and phlebotomy room by appointment]. Visitors, i.e., patients, are required to ring a doorbell to obtain escorted access into the facility.

1.2 Non-public Areas

With the exception of the three buildings and areas cited in Paragraph 1.1 above, all ORISE/ORAU facilities are non-public areas. Attachment 1, Visitor and Subcontractor Access Requirements, identifies the types of visitors and subcontractors who may have access to ORAU/ORISE non-public areas. In addition, Attachment 1 describes other important information, for example:

- Facility access requirements.
- Type of identification badge required.
- Kinds of orientation/training necessary before cleared for access.
- Requirement for subcontractor sign-off sheet (where applicable).

2.0 Public and Non-public Area Requirements

Based on access to non-public or public areas, Attachment 1 also outlines which visitors must follow the specific requirements cited below:

- Sign the visitor log-in-sheet.
- Receive a short orientation regarding facility rules and emergency procedures.
- Receive a short orientation and brochure (i.e., Attachment 2 – Safety, Health, and Security Orientation Brochure). (This requirement applies to UNESCORTED visitors only.)
- Read and follow the provisions of the V&SH.
- Read and submit a sign-off sheet (i.e., Attachment 3 – Safety, Health, and Security Orientation for ORAU/ORISE Subcontractors) signifying that they have read the V&SH and will abide by the policies and regulations set forth herein.

3.0 Point of Contact Requirement

An ORAU/ORISE point of contact (POC), either an escort or temporary supervisor, is required to provide any additional instructions or requirements applicable to a visitor or subcontractor.

4.0 Safety Pledge Requirement

ORAU/ORISE is a Voluntary Protection Program (VPP) Star site. This certification has been awarded in recognition of an exemplary safety and health record. As a result of this certification, visitors and

subcontractors are expected to abide by the same safety pledge as all regular ORAU employees. The safety pledge is cited below:

I promise to promote an uncompromisingly safe environment and to make the following commitments. I shall:

- Maintain a “safety first” mind set both on and off the job.
- Concern myself with safety and the safety of those around me.
- Challenge anyone at any level who is not operating safely and accept the same challenge from my coworkers.
- Identify and correct or report any and all unsafe conditions.
- Be familiar with and abide by ORAU safety policies and procedures, including required training.
- Never take shortcuts at the expense of safety.
- Commit totally to safety excellence.

5.0 Recycling Requirement

ORAU/ORISE is also an International Organization for Standardization (ISO 14001) site. This is both a certification of achievement and a commitment to a continuing program of sound environmental management practices. For this reason all visitors and subcontractors are required to dispose of recyclable materials in containers provided. This includes dry paper products, plastic, metal, cardboard, used batteries, and technotrash.

6.0 Other Requirements

In addition, visitors and subcontractors are required to abide by the following requirements:

- Comply with the Security Condition (SECON) protective measures in effect at the time of their visit. The SECON level is subject to change based upon national, state, and local threats as dictated by the DOE.
- Observe the smoke-free policy in all facilities.
- Abide by the voluntary fragrance free workplace policy.
- Not solicit within, or on the grounds, of ORAU/ORISE facilities.
- Comply with the ORAU/ORISE Drug/Alcohol Free Workplace policy as discussed in the latter part of this document.
- Observe and obey all warning signs and graphics as well as verbal requests of safety and security officials.
- Wear the assigned official identification badge at all times within non-public areas of ORAU/ORISE facilities.

SECTION 4 [\(back\)](#)

ORAU/ORISE ENVIRONMENT, SAFETY AND HEALTH PROCEDURES

1.0 Commitment to Highest Standards

ORAU/ORISE is committed to conducting all activities in a manner consistent with the highest standards in environmental, safety, and health (ES&H) and security practices. ORAU/ORISE will comply fully with the letter and spirit of all federal, state, and local laws; regulations; ordinances; and best industry practices.

2.0 Integrated Safety Management

ORAU/ORISE is dedicated to the concepts of Integrated Safety Management (ISM)^{*} whereby employees and subcontractors are expected to systematically define their scope of work, analyze the hazards to which they may be exposed, develop and implement hazard controls, perform work within those controls, and provide feedback for continuous improvement.

3.0 Lessons Learned

Lessons learned from any incident (e.g., accident, injury, near-miss, or close-call) arising during work must be reported to a visitor's or subcontractor's POC or a manager to assure similar occurrences can be identified, mitigated, and prevented in the future.

4.0 Orientation, Training, and Supervision

ORAU/ORISE is dedicated to ensuring that all consultants, guest workers, construction subcontractors, service subcontractors, and others working within its facilities on a temporary basis have been adequately oriented or trained in ES&H and security policies and procedures and that other visitors are properly oriented and supervised while within ORAU/ORISE facilities.

5.0 Stop Work Authority

Just like regular employees, visitors and subcontractors have the authority, as well as an obligation, to stop work (or stop the work of others) and report any operation or condition that could adversely affect their health and safety or that of other employees or the public. In such situations, they should immediately advise their POC, a manager, or an applicable authority listed in Attachment 4, Emergency Directory.

^{*}Although ORAU/ORISE ISM practices are required in all subcontractors work, individual subcontractors are not necessarily required to have a written ISM plan. ORAU/ORISE ISM practices shall be described and enforced through this document and other applicable ORAU/ORISE policies, manuals, and related documentation.

SECTION 5 [\(back\)](#)

EMERGENCY PROCEDURES – NOTIFICATIONS, ALERTS, AND WARNINGS

1.0 Overview

The procedures outlined in this section are based on two scenarios:

- Discovery of an emergency.
- Notification of an emergency via an alarm or warning system.

Terminology common to both scenarios (i.e., outside assembly areas and facility shelter areas) are described at the end of this section.

2.0 Emergency Response Procedures

Upon discovery of an emergency, take immediate action to protect life and then property. Based on the type of emergency, follow the appropriate actions described below for evacuation or sheltering-in-place.

2.1 Evacuation

When the emergency requires evacuation, e.g., discovery of a fire, the following actions shall be initiated:

- Activate the nearest emergency (fire) alarm pull box while exiting the building. These boxes are red and white and are located at main building exits and throughout the building.
- Call 911 (preferably from outside the facility) and provide details of the incident.
- Call (or report the incident to a manager so they can call) the DOE Oak Ridge Operations Center (OROC) at 865/576-1005 and provide details of the incident. OROC will notify applicable ORAU/ORISE officials.

2.2 Shelter-in-Place

If the emergency incident requires sheltering-in-place, e.g., tornado, contact the facility coordinator, site safety representative, or any manager. They will initiate shelter-in-place procedures.

3.0 Emergency Alerting and Warning Procedures

Alertings and warnings in times of crisis may be initiated in numerous ways. Some examples include a warning siren to the general public, an emergency (fire) alarm within a specific building for all occupants, or a weather alert for all facilities and all occupants. Regardless of the method of alerting and warning or the targeted audience, acknowledging such events and following instructions are critical to the safety and health of all.

3.1 Warning Siren for Community

In the city of Oak Ridge and surrounding area, a test warning siren is sounded on the first Wednesday of each month at 12 noon. If the siren is sounded when not a test, additional instructions from the ORAU/ORISE Environment, Safety, and Health (ESH) office will be communicated to all regular employees, visitors, and subcontractors.

3.2 ORAU/ORISE Emergency Alarm and Warning Systems

Primary and backup alarm and warning systems are used to notify ORAU regular employees, visitors, and subcontractors of an emergency. The emergency alarm and warning procedures for all ORAU/ORISE facilities are described in Attachment 5, Alerting and Warning Systems.

3.3 Evacuation

When an emergency alarm or warning procedure requires evacuation, the steps below must be followed:

- Exit the building immediately via the nearest door, or a prescribed route, and walk to the designated assembly point. If the location of the assembly point is not known, follow regular employees.
- Check with an accountability officer (generally, an individual with a clipboard and a blaze yellow vest) and identify yourself as a facility visitor or subcontractor.
- Stay at the assembly point until the all clear is given **OR** advise the accountability officer that you are leaving the area.
- Do not re-enter the facility until advised that it is safe to do so.

3.4 Shelter-in-Place

When an emergency alarm or warning procedure requires sheltering-in-place, the steps below must be followed:

- Proceed to the nearest designated shelter area. If the shelter location is not known, ask building employees.
- Remain in the designated shelter area until the all-clear is given.
- When the danger has passed, check with an accountability officer (generally an individual with a clipboard and a blaze yellow vest) and identify yourself as a visitor or subcontractor.

4.0 Other Emergency Information

Outside assembly points are necessary to account for all regular employees, visitors, and subcontractors when evacuation of a building is required. When sheltering-in-place is implemented, the easy identification of designated facility shelter areas is essential for rapid response and safety. Additional information on both of these topics is included below.

4.1 Outside Assembly Points

The assembly point for each ORAU/ORISE facility is shown on maps posted at the main exits of each building. Subcontractors should familiarize themselves with the assembly points for each building in which they will be working. If in doubt, ask.

4.2 Facility Shelter Areas

The emergency shelters within each building are identified by a black triangle on a yellow standard printed with the words EMERGENCY SHELTER AREA (see logo below). These areas have been designated as the most appropriate shelters in the event of a severe storm or tornado. In the event of an offsite airborne toxic release requiring building occupants to shelter-in-place, the heating, ventilation, and air conditioning systems will be shut down, doors and windows will be closed, and all occupants will be advised to stay within the building until further notice.



SECTION 6 [\(back\)](#)

SECURITY PROCEDURES

1.0 Non-Public Areas

With the exception of the public areas described under Section 3, Access Requirements, all ORAU/ORISE buildings are closed to the public.

2.0 Identification Badges and Numeric Keypad Access

ORAU/ORISE uses identification badges and numeric keypad access readers to ensure that only authorized personnel enter and occupy the premises. Most subcontractors, including Professional and Technical Training (PTT) Program students and guest workers, also receive badges that allow entry to buildings or areas where access is permitted.

3.0 Requirements for Subcontractors and Badged Visitors

All subcontractors and badged visitors must follow the requirements cited below:

- Wear identification badge at all times while on ORAU/ORISE premises, unless prohibited by health or safety considerations.
- Restrict access to those sections of ORAU/ORISE facilities required for assigned specific work or other activities.
- Report to assigned POC any actual or suspected acts of intentional damage, theft, misuse of government property, or threats of any nature relative to employees or property.
- Possess no firearms and other weapons, ammunition, explosives, incendiaries, or other materials capable of producing injuries or damage.
- Possess no alcohol or illegal drugs within an ORAU/ORISE facility. (Exception: See Section 16, Paragraph 2.)
- Refrain from the use of cameras within ORAU/ORISE facilities unless approved by ORAU officials.
- Access computers only when granted authorization from ORAU officials and assigned pass codes by the Information Systems Department (ISD).
- Understand that all hand-carried items and persons entering government (or ORAU corporate) facilities are subject to search at any time.
- Report any known or suspected compromise to sensitive information.
- Immediately report the loss of a badge.
- Return visitor badge upon exiting the facility.

SECTION 7 [\(back\)](#)

INDUSTRIAL HYGIENE PROCEDURES

1.0 Confined Spaces

Unusual and unexpected hazards may be discovered when personnel enter tanks, pits, manholes, or similar enclosed spaces with restrictive means of ingress and egress. Thus, the following requirements must be followed:

- All confined space entries must be approved by the ESH office and require Hazardous Work Authorizations (HWA). The ESH office will determine if further restrictions, preparations, or precautions are called for and issue a permit. The permit must be posted at the job site. Subcontractors should consult their POCs for further details.
- Personnel from the ESH office are available to monitor confined-space environments when requested by calling 865/310-5555 or 865/576-3333.
- Additional procedures for confined-space entry are covered in the ORAU/ORISE Health and Safety Manual. POCs are expected to provide further information about specific confined space entries as applicable.

1.0 Asbestos Work

If any material identified or suspected of containing asbestos is encountered during the course of a project, subcontractors shall not disturb the material, must cease work immediately, exit the area, secure the area, and contact their POC or a manager. In addition, the following requirements must be met:

- All asbestos work must be approved by the ESH office and Procurement and Contracts Administration (PCA).
- All asbestos work must be monitored by ESH office and requires an HWA. When issued by the ESH office, the HWA will cite any further restrictions, preparations, or precautions needed as determined by the ESH office.
- The HWA must be posted at the job site. POCs or managers may be contacted for further details.
- The subcontractor performing asbestos work must be licensed by the state of Tennessee.
- Additional procedures related to asbestos work are covered in the ORAU/ORISE Health and Safety Manual.

3.0 Hazard Communication

3.1 Warning of Potentially Hazardous Materials and Chemicals

Subcontractors who could be exposed to potentially hazardous materials and chemicals while visiting or working within ORAU/ORISE facilities shall be advised of this potential in the Request for Proposal document. The subcontractors will also be informed about any hazards present in the work area by the applicable program supervisor at a pre-work or pre-construction meeting.

3.2 Training Requirements

At the pre-work or pre-construction meeting, the subcontractor or foreman, superintendent, or the appropriate official within a subcontractor group will be briefed on specific training requirements by the ORAU/ORISE project engineer, program director, or his/her delegate. Any training performed by ORAU/ORISE personnel shall be documented by the department or program that conducts it or, when applicable, through ORAU's Human Resources (HR) office. The ESH office may provide additional orientation or training as required. Following training, it is the responsibility of the subcontractor, or the subcontractor group superintendent or foreman, to inform workers of any hazards present in the work area and how to appropriately address these hazards.

3.3 Material Safety Data Sheets

Prior to beginning work, the subcontractor or subcontractor group will provide copies of material safety data sheets (MSDS), as well as additional information for any potentially hazardous chemicals/substances being used, to the Facilities and Transportation Department (FTD) and the ESH office. The subcontractor will ensure that all such chemicals and hazardous products are properly labeled, tagged or marked, handled, and stored. The subcontractors will also be required to comply with all applicable federal, state, and community right-to-know laws and regulations. A notebook containing all applicable MSDS shall be accessible to everyone at the work site.

3.4 Hazards Communications Program

The ORAU/ORISE Health and Safety Manual provides further information on the hazards communications program as it applies to the organization. The appropriate ORAU/ORISE manager will provide this information as applicable.

4.0 Environmental Guidelines

All subcontractors must follow these specific requirements to protect the environment:

- Identify all environmental hazards before beginning work.
- Identify any waste materials that might be generated through research, production, excavations, penetrations, and other construction or excavation activities.
- Provide a disposal plan for waste streams and identify and mitigate any potential effects on air, water, or other environmental components.
- Contain and properly dispose of waste oil and other lubricants, refrigerants, gasoline, or hazardous materials such as acids, caustics, organic solvents, flammable liquids, radioactive materials, and cleaning agents.
- Use proper waste containers in accordance with Environmental Protection Agency (EPA) regulations.
- Prevent spills from entering sanitary or storm drains.
- Report any observed release of solid, liquid, or airborne wastes or hazardous materials into the environment to the POC, temporary supervisor, or to the ESH office.
- Contact the ESH office (at 865/310-5555 or 865/576-3333) with other concerns, comments, or questions regarding wastes or environmental regulations.

5.0 Chemical Safety

5.1 Chemical Safety Requirements

All subcontractors must follow these specific requirements to ensure chemical safety:

- Ensure that all subcontractor personnel are informed of work site hazards including any hazardous chemicals used or encountered.
- Ensure that all cans, bottles, glassware, and other containers are properly labeled and stored.
- Not use gasoline-, propane-, or diesel-operated equipment inside ORAU/ORISE buildings unless approved by the ESH office.
- Not leave vehicles running while parked in the vicinity of building air intakes.
- Store and transport flammable liquids only in approved containers. Flammable liquids must be stored and transported in standard safety cans that are approved by Underwriter Laboratories or Factory Mutual.
- Store oily, greasy, or paint-soaked rags in closed safety containers in designated areas away from buildings and flammable materials storage.
- Refer also to Paragraph 3.3 relative to MSDS.

5.2 Other Chemical Safety Information

The ORAU/ORISE Health and Safety Manual provides further information concerning chemical safety. The applicable ORAU/ORISE POC or supervisor can provide additional information.

SECTION 8 [\(back\)](#)

RADIATION PROTECTION PROCEDURES

1.0 Protection of Personnel, the Public, and the Environment

Subcontractors must follow the requirements below to ensure protection of personnel, the public, and the environment:

- Ensure that all their employees understand that their work may involve contact with radioactive materials or take place in areas where radioactive sources are present.
- Obtain required permits, special instructions, and monitoring devices from ORAU/ORISE radiation protection personnel (865/576-3335 or 865/576-3333) to ensure that any radiation exposure is well below acceptable levels.
- Ensure that workers do not enter posted radiation or contamination areas without a Radiation Work Permit (acquired from the ORAU/ORISE manager, Radiation Protection, at 865/576-3335 or 865/576-3333).
- Ensure that workers do not enter Controlled Radiation Areas without proper visitor orientation conducted by facility staff.
- Ensure that workers do not enter posted Radiological Areas without an authorized ORAU/ORISE radiation worker escort.
 - Visitors/subcontractors requiring unescorted entry into controlled areas must successfully complete General Employee Radiological Training (GERT) and/or have an up-to-date certification card.
 - Visitors/subcontractors requiring access to radiological areas are also required to complete Radiation Worker Training commensurate with the level of access needed, and/or have an up-to-date certification card.

2.0 Other Radiation Protection Information

The ORAU/ORISE Radiation Protection Manual provides further information on radiation safety. The applicable ORAU/ORISE supervisor will provide this information.

SECTION 9 [\(back\)](#)

FIRE PREVENTION AND CONTROL PROCEDURES

1.0 Preventative Measures

Subcontractors must follow the requirements below to protect personnel, the public, facilities, and the environment:

- Survey work areas for fire safety hazards before and during work.
- Prevent the accumulation of combustibles by removing work-site debris at frequent intervals.
- Store flammable liquids and flammable compressed gas cylinders properly.
- Limit the quantities of flammable liquids to the absolute minimum.
- Use adequate ventilation to prevent accumulation of flammable vapors or gases.
- Keep fire sprinkler heads unobstructed.
- Ensure that temporary electrical circuits and wires are installed and maintained according to applicable safety codes.
- Keep flammable materials away from heat, sparks, open flames, and other ignition sources.
- Observe the smoke-free policy in all ORAU/ORISE facilities. Designate one or more smoking areas outside of, and away from, the entrances to new buildings being constructed on ORAU/ORISE campuses.
- Comply with any other procedures or measures that may be established by the ESH office, FTD, or local fire officials.

2.0 Control Systems

Subcontractors must follow the requirements below to protect personnel, the public, facilities, and the environment:

- Be familiar with the location of fire extinguishers in the facilities where they will be working.
- Be familiar with the operation of the extinguishers or other such fire-suppression apparatus in the facilities where work is being performed.
- Know the locations of building evacuation assembly points.
- Maintain clear access to fire extinguishers, hydrants, and emergency (fire) alarm pull boxes by not stacking equipment, supplies, or trash near them.
- Maintain clear access to exits, fire doors, or fire door access space by keeping them clear of obstructions and never wedge fire doors in the open position.
- Provide additional fire extinguishers or other fire-suppression equipment as needed during the conduct of work.
- Contact the ESH office (865/310-5555 or 865/576-3333) before performing any work with a potential fire hazard.

SECTION 10 [\(back\)](#)

ACCIDENTS AND INJURIES PROCEDURES

1.0 Reporting

Subcontractors must follow the requirements below:

- Join with ORAU employees in striving for zero-accident/injury performance at all times.
- Report all on-the-job accidents, injuries, or incidents (including near-misses or close-calls) involving personal injury, lost work time, or property damage. These incidents should be reported to the OH nurse through your temporary supervisor or to the ESH office. The OH nurse can also render first aid at the scene if necessary. (See also Paragraph 2.0, Medical Treatment, of this section.)
- Submit an accident report form following any accident or incident requiring medical attention (see temporary supervisor, OH nurse, or ESH office for forms).
- Consult your POC or the ESH office (865/576-3333) regarding spills of toxic or corrosive chemicals in work areas whether or not anyone is exposed or contaminated.
- Cooperate in conducting accident (including near miss and close call) investigations should any occur.

2.0 Medical Treatment

Subcontractors are required to provide first-aid kits and training (i.e., first aid and cardiopulmonary resuscitation [CPR]) for workers assigned to locations without immediate access to medical services.

If an accident or injury occurs, subcontractors must follow the requirements cited below:

- Critical Incidents
 - Call 911 and request an ambulance.
 - Report the incident to the OH nurse as soon as possible.
 - Secure the scene for subsequent investigative purposes.
 - Do not alter the scene except to protect life or prevent further injury or serious environmental degradation.
 - Have POC or a manager contact the OROC (865/576-1005) to report the incident.
- Serious Incidents
 - Contact the OH nurse for assistance for serious incidents.
 - Render first aid and transport victim to a medical facility as directed. In Oak Ridge, transport victim to Methodist Medical Center (traffic light #5 on the Oak Ridge Turnpike).
 - Secure the scene for subsequent investigative purposes.
 - Do not alter the scene except to protect life or prevent further injury or serious environmental degradation.
 - Have POC or a manager contact the OROC (865/576-1005) to report the incident.
- Non-critical Injuries
 - Render first aid.
 - Report the incident to the OH nurse.

SECTION 11 [\(back\)](#)

Industrial Safety Procedures

1.0 Vehicle Traffic Safety

Subcontractors must follow the requirements below:

- Use ORAU/ORISE vehicles only for official business and only with supervisor's approval.
- Possess a valid state driver's license.
- Note location of vehicle-use report and accident report forms provided in each vehicle.
- Use seat belts at all times (for drivers and all passengers).
- Obey all traffic regulations including speed limits and all posted signs.
- Do not leave a vehicle unattended while engine is running or key is in ignition.
- Do not park vehicles with engines running within buildings or under air intakes.

2.0 Heavy Equipment

Subcontractors must follow the requirements below:

- Ensure that heavy-equipment drivers have valid operator licenses and are properly trained on each piece of equipment used.
- Complete daily operators' check lists where applicable (e.g., for power lift trucks).
- Abide by all Occupational Safety and Health Administration (OSHA) standards relative to equipment operations, maintenance, and care.
- Ensure that all heavy equipment has mandatory safety systems including audible warning devices, reverse system horns, lights, night reflectors, roll bars, seat wings, seat belts, etc.
- Make no modifications to equipment unless approved by the manufacturer.

3.0 Safety Signs and Graphics

Subcontractors must follow the requirements below:

- Obey all safety signs, icons, and graphics including, but not limited to, the following:
 - Eye Protection Area
 - Hearing Protection Required
 - Respiratory Protection Required
 - Hard Hat Area
 - Electrical High Voltage Hazard
 - Slippery Floor
 - No Eating, Drinking, or Smoking
 - Radiological Regulations
- Ensure that all signs are displayed properly, replaced when necessary, and removed when the job is concluded.
- Ensure that all workers and visitors can properly understand all signs.

4.0 Excavation and/or Overhead Work Areas

Subcontractors must follow the requirements below:

- Comply with requirements relative to cordoning off or roped-off areas, erecting barricades, and posting warning signs.

- Use applicable personal protective equipment (PPE) and other safety equipment.
- Erect barricades and toe boards as needed around excavations, holes, elevated work surfaces, and other similar potential falling hazards while conducting overhead work or, as necessary, when moving large equipment.

5.0 Hoisting and Rigging

Subcontractors must follow the requirements below:

- Have safety plans approved in advance by the ESH office.
- Ensure that rigging equipment is inspected and certified according to OSHA standards (29 CFR 1910/1926).
- Wear applicable PPE.

6.0 Housekeeping

Subcontractors must follow the requirements below:

- Ensure that site is kept orderly and clean.
- Ensure that site is kept free of cords, cables, or other potential obstructions that might create tripping or overhead hazards.
- Ensure that excess materials are properly disposed of, stored, or removed from the job site.
- Ensure that exits, corridors, and aisles are not blocked.
- Ensure that access to electrical panels and electrical disconnects remain unobstructed.

7.0 Excavations and Penetrations

Subcontractors must follow the requirements below:

- Obtain an approved Excavation/Penetration Permit from FTD for all ground and floor surface penetrations of more than one foot in depth.
- Ensure that proper permits are obtained and conspicuously posted as required and that all work meets requirements.
- Ensure that the area is walked-down by subcontractor supervisors for a safety check prior to beginning work and during conduct of work.
- Ensure that all workers are properly oriented, trained, and equipped for the tasks performed.
- Ensure that protective systems are in place and work is performed according to requirements under OSHA 29 CFR 1926, subpart P.

8.0 Climbing Safety

Subcontractors must follow the requirements below:

- Provide ladders, scaffolding, and other tools.
- Provide and use PPE.
- Use ladders designed for the job being performed (e.g., no metal ladders for electrical work).
- Use ladders that have been inspected and certified safe.
- Remove unsafe ladders from the job site immediately.
- Label and dispose of damaged ladders that cannot be repaired.

- Use ladders in a safe manner per OSHA regulations (29 CFR 1910, Subpart D, and 29 CFR 1926, Subpart X).
- Ensure that all scaffolding and scaffold components conform to and are erected according to 29 CFR 1926, Subpart L.
- Maintain three points on contact when climbing (e.g., two arms and one leg or two legs and one arm).

9.0 Material Handling

Common material handling injuries include sprains, strains, fractures, lacerations, and bruises. Such activities may also result in acute overexertion or long-term or permanent disability. They are most often caused by improper lifting; improper manipulation of heavy loads; improper gripping; incorrect foot, hand, limb, and body positioning or clearance; and non-use or improper use PPE. To help prevent these problems, subcontractors should:

- Use mechanical lifting devices when loads are heavy, large, rough, bulky, hot, cold, or hazardous to handle.
- Utilize proper lifting and carrying techniques. Do not be afraid to ask for assistance when needed.
- Take precautions to prevent over extending or placing arms and legs in awkward positions.
- Use proper PPE when addressing sharps, heavy loads, or hazardous materials.

10.0 Hand Tools, Power Tools, and Small Equipment

Subcontractors must follow the requirements below:

- Select the correct tool for the job.
- Inspect tools daily to assure they are maintained in good condition and dispose of broken tools.
- Use tools correctly and safely.
- Ensure that power-actuated tools are operated only by trained employees.
- Ensure that safety devices are in place and in proper working order.
- Use proper PPE such as gloves and goggles.
- Be mindful of other workers in the area.

11.0 Compressed Gas Cylinders

Subcontractors must follow the requirements below:

- Comply with guidelines, procedures, and standards in the use of compressed gas cylinders.
- Segregate different types of gases; keep (and label) empty bottles separate from full ones.
- Allow only qualified workers, those knowledgeable of DOT regulation 49 CFR Parts 171-179, to address cylinders.
- Keep compressed gas cylinders securely restrained at all times. For construction projects, the ORAU/ORISE project manager will designate approved gas cylinder storage locations.
- Keep compressed gas cylinders (with the exception of consumer-size propane cylinders) at grade level, out of overhead spaces, and protected from ignition sources.
- Ensure that all gas cylinders are properly labeled/marked as per ANSI Z48.1-1954.
- Consult supervisor (or ESH office) for other specific information.

12.0 Welding, Burning, and Hot Work

Subcontractors must follow the requirements below:

- Obtain ORAU/ORISE HWA.
- Follow provisions as prescribed by the ESH office.

13.0 Eyewash Fountains and Safety Showers

Subcontractors must follow the requirements below:

- Ensure that permanent or temporary eyewash fountains and safety showers are available and properly maintained where caustic materials are handled.
- Ensure that eyewash fountains and safety showers are properly marked and never blocked.

SECTION 12 [\(back\)](#)

ELECTRICAL SAFETY PROCEDURES

1.0 Electrical Safety

Subcontractors must follow electrical safety requirements to ensure the safety of all individuals.

2.0 Work Environment

The requirements below are necessary to assure a safe work environment where electrical procedures are being performed:

- Identify all energized circuits within work areas to avoid the danger of shock or electrocution.
- Avoid proximity to exposed wiring or electrical conductors.
- Ensure that all work areas and thoroughfares are free of shock and electrocution hazards.
- Treat all wires and electrical equipment as live until proven otherwise.
- Work on electrical equipment rated at 50 volts or more shall only be performed with the equipment placed into a deenergized state.
- Ensure proper load capacity of all circuits; do not connect excessive equipment to the same circuit.
- Never use an all metal ladder when working near energized lines or equipment.
- Do not place or store any materials or equipment within three feet of an electrical panel or disconnect.

3.0 Qualifications

Only qualified, licensed electricians are allowed to rig temporary or permanent electrical work or do other electrical work.

4.0 Personal Protective Equipment

All personnel are required to use appropriate PPE including, where necessary, PPE to protect workers from electric shock and arc flash.

5.0 Electrical Equipment

All electrical equipment, cords, tools and appliances used at ORAU by subcontractors shall be listed, labeled, or certified by a nationally recognized testing laboratory, such as Underwriters Laboratories (UL). In addition, the following requirements must be followed:

- Inspect all electrical equipment daily.
- Do not use equipment if in poor condition, broken, or otherwise appears unsafe (e.g., has a worn or frayed cord).
- Remove defective items from the job site.
- Protect cords from damage; do not allow electrical cords to be run over by vehicles.
- Do not open an electrical panel or reset a circuit breaker switch following a breaker trip or power outage. Instead, notify FTD (865/576-3019).

6.0 Ground Fault Circuit Interrupters

Ground fault circuit interrupters (GFCIs) are necessary to ensure the safe use of power tools and extension cords.

- Ensure that all power tools and extension cords are equipped with, or connected through, GFCIs.

- Do not hang power tool or extension cords with staples or run cords across pipes, nails, hooks, or sharp objects that might damage the insulation.

7.0 Grounding and Double Insulation

All electrical equipment with accessible metal chassis parts must be double-insulated or provided with a three-wire (chassis grounding) power cord.

8.0 Lockout-Tagout and Electrical Work Practices

All requirements and restrictions covered under the FMS-2, Lockout/Tagout procedures (for FTD subcontractors only), and FMS-1, Safe Electrical Work practices must be observed.

9.0 Electric Shock Incident

The health and welfare of the persons involved in an electric shock incident are always the first priority. Follow the guidance cited below to ensure the safety of the individuals. Then immediately notify the appropriate ORAU/ORISE staff regarding the incident.

- Call 911 immediately if the individual is unconscious or disoriented.
- Identify someone to carry the individual to a physician for evaluation regardless of the severity of the incident.
- Report immediately any incident where anyone receives an electric shock to the following:
 - OH nurse (865/241-2124 and 865/576-0733)
 - Director, ESH (865/576-3333)
 - Director, FTD (865/576-3019)

SECTION 13 [\(back\)](#)

PERSONAL PROTECTIVE EQUIPMENT PROCEDURES

1.0 PPE REQUIREMENTS AND INSPECTION

Subcontractors must wear PPE commensurate with the work being performed and in accordance with applicable laws, regulations, and ORAU/ORISE procedures as listed below. PPE must also be inspected daily or after every use. Project managers and ESH staff will verify compliance with these requirements.

2.0 EYE PROTECTION

Eye protection (i.e., safety glasses with side shields, goggles, or face shields) must be worn while engaged in any activity involving possible eye injury from flying particles, splashing solution, harmful light rays, or while in any facility where “Eye Protection Required” signs must be posted (per ANSI Z87.1).

3.0 HEARING PROTECTION

Hearing protection must be worn in areas with noise levels at or above 90 dB on an eight-hour time-weighted average as per OSHA regulations. These areas must be posted with “Hearing Protection Required” signs (as per OSHA 1910.95).

4.0 RESPIRATORY PROTECTION

Respiratory protection equipment is required for work in atmospheres with excessive concentrations of contaminants or reduced oxygen levels. All users must be medically cleared, trained, certified, and fit-tested before using such equipment (as per ANSI Z88.2).

5.0 PROTECTIVE CLOTHING

As described below, subcontractors are required to wear protective clothing appropriate for the work area and remove such clothing when outside the work area.

- Safety shoes with built-in toecaps are required when duties involve frequent exposures to possible foot injury (as per ANSI Z-41).
- Hard hats are required in all construction areas in the vicinity of overhead work (as per ANSI Z89.1).
- Gloves, appropriate to the type of work being performed, are required in all work areas where applicable.
- Coveralls, lab coats, and aprons should be used depending on the conditions in the work area. The minimum clothing requirements at ORAU/ORISE include long pants (lawn and landscaping work excepted), shirt (with at least one-quarter sleeves), and sturdy work shoes. Loose fitting clothing and jewelry are not permitted. Contaminated clothing and other PPE must be removed and placed in proper receptacles before leaving contaminated areas.
- Protective clothing shall not be worn within lunchrooms or break rooms.

6.0 SAFETY HARNESSSES AND LANYARDS

Safety harnesses/lanyards must be worn when working in high areas or confined spaces and on elevated work surfaces in accordance with OSHA regulations.

SECTION 14 [\(back\)](#)

MISCELLANEOUS PROCEDURES

Subcontractors must follow the requirements below:

- Check work areas, define the scope of the work to be performed, and identify hazards before beginning work.
- Develop and implement hazard controls and conduct work within controls.
- Identify lessons learned as part of a continuous improvement process.
- Acquire all necessary permits and approvals before beginning work and post permits as required.
- Refrain from the use of specialized equipment unless properly trained (and licensed where applicable).
- Prohibit horseplay, use of abusive language, discrimination, and other unprofessional conduct while on ORAU/ORISE premises.
- Follow good housekeeping practices.

SECTION 15 [\(back\)](#)

WORK PERMIT PROCEDURES

ORAU/ORISE work permits and authorizations must be obtained for the following work projects:

- Hoisting and rigging jobs requiring a lift of more than 1,000 pounds or the use of power cranes.
- Entering confined spaces.
- Cutting with torches or burning and arc welding (lead-based paint abatement regulations also apply).
- Working in radiological labs or in radiologically contaminated areas.
- Working to remove lead or lead-based paint.
- Working with asbestos. Asbestos work requires approval from the ESH office and PCA.
- Trenching, excavation, and penetration work whenever the soil or grade surface is penetrated to a depth of more than one foot (may also require an archaeological survey).
- Altering any structure that is on the National Register of Historic Places (e.g., Atmospheric Turbulence and Diffusion Division [ATDD]).

SECTION 16 [\(back\)](#)

ORAU/ORISE DRUG/ALCOHOL FREE WORKPLACE POLICY, HR-1010

1.0 GOAL

ORAU/ORISE's goal is to provide a workplace free of illegal drugs and alcohol and to control the use of prescribed legal drugs that may affect job performance and safety.

2.0 PROHIBITIONS, SEARCHES, AND VIOLATIONS

ORAU/ORISE prohibits the use, possession, sale, manufacture, or distribution of illegal drugs on its premises.

- Alcohol for consumption is not permitted in government-owned facilities or vehicles. No alcohol is to be used, served, or possessed for consumption on ORAU/ORISE premises or property, except as follows:
 - When specifically authorized by the appropriate official of ORAU or host organization at a social event. The ORAU president or designated representative approves such use in ORAU's corporate-owned facilities.
 - When in a sealed (unopened) container in the trunk or other compartment of a privately owned vehicle on premises.
- ORAU/ORISE policy prohibits being under the influence of drugs/alcohol on premises.
- ORAU/ORISE may conduct drug/alcohol inspections and searches.
- ORAU/ORISE requires prompt handling of suspected or verified impairment occurring on premises or business.
- ORAU/ORISE requires prompt reporting of suspected or known policy violations.

3.0 ADDITIONAL REQUIREMENTS FOR SUBCONTRACTS

Subcontracts for performance of work on ORAU/ORISE premises have additional requirements. Some of these are:

- Each subcontractor employee on ORAU/ORISE premises must be at work fully able to perform assigned work in a safe, reliable manner.
- The subcontractor manager is not to let a subcontractor employee work when the employee's behavior creates reasonable suspicion of impairment or being under the influence of drugs/alcohol.
- The subcontractor employee is to undergo drug/alcohol testing as follows:
 - When the subcontractor employee is involved in an accident or other such occurrence on premises.
 - When there is reasonable suspicion that the subcontractor employee is under the influence of drugs/alcohol on ORAU/ORISE premises or work.
- The subcontractor must immediately report to the ORAU/ORISE supervisor, vice president, or designated representative any observation or reasonable suspicion of use, possession, sale, manufacture, or distribution of illegal drugs or unauthorized alcohol on ORAU/ORISE premises or in connection with official ORAU/ORISE business.
- The subcontractor must notify the ESH office at 865/576-3333 of any conviction for an alcohol-related offense or a criminal drug statute violation occurring on ORAU/ORISE premises or while on official ORAU/ORISE business. Notification must be within five calendar days after conviction.

SECTION 17 [\(back\)](#)
**QUALITY ASSURANCE
PROCEDURES**

1.0 QUALITY ASSURANCE PROGRAM

ORAU/ORISE has an established quality assurance program (QAP) that complies with 10 CFR 830, Nuclear Safety Management, Subpart A, Quality Assurance Requirements; and DOE O 414.1C, Quality Assurance.

1.1 Quality Assurance Requirements

The program requirements are also applicable and flow down to visitors and subcontractors performing work for ORAU/ORISE. To this end, ORAU/ORISE is committed to attaining excellence through continuous improvement of its products and services, meeting or exceeding each customer's needs, conducting its activities in a formal and disciplined manner, and responding forthrightly to any deficiency that might detract from the quality of its performance.

1.2 Adequate Protection

ORAU/ORISE implements its QAP in a manner to achieve adequate protection of workers, the public, and the environment, taking into account the work to be performed and the associated hazards.

1.3 Responsibility for Quality Assurance Program

Senior management retains primary responsibility for cultivating a quality-conscious working environment; however, all employees, visitors, and subcontractors are responsible for achieving high quality results in their activities.

2.0 QUALITY MANAGEMENT SYSTEM

ORAU/ORISE has established a quality assurance initiative, the Quality Management System (QMS). The primary elements of the QMS are outlined in the sections cited below.

2.1 Quality Assurance Reviews

The reviews are conducted by teams of employees who have completed the QMS training. Each team can review high-risk areas; respond to requests for service (i.e., assessments, consultancy, and training) that are considered high priority for the company; and/or carry out regularly scheduled reviews.

2.2 Quality Assurance Analysis

This service is provided in response to directors' requests for assistance, such as for a critical document review, process improvement, or investigation of a program- or department-specific issue or concern.

2.3 ORAU Quality Assurance Manual

ORAU/ORISE is developing a manual that provides basic and common quality assurance tools and techniques that are to be used or adapted by all project managers, programs, offices, and departments.

2.4 External Validation

ORAU/ORISE will pursue external quality assurance recognition such as ISO 9001.

SECTION 18 [\(back\)](#)

SUMMARY

1.0 SAFETY FIRST

Safety first. Every job. Every time.

2.0 SAFETY COMMITMENT

ORAU/ORISE is committed to the health and safety of ORAU/ORISE personnel, subcontractors, and visitors; facility security; and the protection of the environment. The general nature of the V&SH does not permit every work situation to be addressed; however, good judgment on the part of visitors and subcontractors and a positive attitude toward health, safety, security, and environmental protection will go a long way toward preventing problems.

3.0 SAFETY REPORTING

Report all potential hazards, accidents, and injuries (including near misses and close calls) to respective ORAU/ORISE POC.

4.0 SAFETY QUESTIONS

Questions related to this document or any rules, regulations, and policies should be referred to the visitor's or subcontractor's ORAU/ORISE POC, to FTD, the ESH office, Safeguards and Security (S&S), OH, or PCA depending upon the situation (see Attachment 4).

ATTACHMENT 1 [\(back\)](#)

**VISITOR/SUBCONTRACTOR
ACCESS REQUIREMENTS¹**

Access Requirements		
Type Visitor/Temporary Worker	Type Badge	Training/Requirements
Construction subcontractor working for the FTD ²	DOE badge or visitor badge	Contingent upon nature of work and amount of time spent in facilities. May require handbook orientation and submission of a signed and dated safety, health, and security orientation sign-off sheet.
Subcontractor (including guest worker) working for 40-hours or more in a 30-day period	DOE contractor's badge or ORAU subcontractor badge	Contingent upon nature of work and amount of time spent in facilities. Will require handbook orientation and submission of a signed and dated safety, health, and security orientation sign-off sheet.
Delivery personnel (Federal Express, United Parcel Service, Airborne Express)	No badge required	No specific training required if not going beyond "no access" point.
Delivery personnel (office supplies, cylinder gas, chemicals, radiological sources)	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Employment applicants (MC-100 public area)	None (unless applicants enter the HR area)	No requirements if visitor stays within public area of facility. If they enter non-public space, they must complete and sign the visitor orientation sheet.
Exterminator	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Foreign national visitor/assignee	DOE foreign national badge (color red) or foreign visitor badge issued by S&S	All visitors and assignees must be approved in advance of the visit. Complete and sign visitor orientation sheet on first visit. Host will also conduct security briefing which must be documented by host and visitor. See S&S for details.

Access Requirements		
Type Visitor/Temporary Worker	Type Badge	Training/Requirements
Machine repair and service technicians (computers, copy, and fax machines)	Visitor badge or ORAU subcontractor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Moving/storage vendors	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Plumbing repair personnel	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Pool, support staff	DOE badge or ORAU corporate badge until they receive ORAU/ORISE orientation	Contingent upon nature of work and amount of time spent in facilities. May require completion and signing of visitor orientation sheet or handbook orientation, e.g., if working at ATDD or South Campus.
Public (Pollard Auditorium facilities)	None	No specific training requirements if visitor stays within public area of facility.
Students (post-doctoral)	DOE badge	Handbook orientation.
Students (PTT Program-Lab Road and the Radiation Emergency Assistance Center and Training Site [REAC/TS] – Vance Rd.)	Program visitor badges	Laboratory and facility orientation by program (e.g., evacuation; sheltering-in-place; location of eye wash stations; emergency showers; rad waste cans; Personal Protective Equipment (PPE) - donning and doffing, frisking for radiation; and other safety and security information as applicable).
Telecommunications installers and repair technicians	DOE badge	Handbook orientation.
Vending machine service personnel	Visitor badge or ORAU corporate badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.

Access Requirements		
Type Visitor/Temporary Worker	Type Badge	Training/Requirements
Visitors (general)	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Window washer	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.

- 1 Contact your building Point of Contact (POC) for information or further instructions. Emergency Response (e.g., police, fire, medical, and rescue) personnel are exempt during response calls.
- 2 May require contractor to ensure that his or her employees review the handbook prior to site visit unless accompanied by an ORAU/ORISE staff member or a fellow employee who has received the training.

SAFETY, HEALTH, AND SECURITY ORIENTATION BROCHURE



**For Visitors to Oak Ridge
Associated Universities
and
Oak Ridge Institute for
Science and Education
Facilities**



OAK RIDGE INSTITUTE
FOR SCIENCE AND EDUCATION

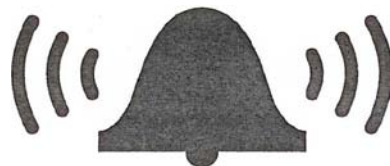
Introduction

Visitors to non-public areas of Oak Ridge Associated Universities/Oak Ridge Institute for Science and Education (ORAU/ORISE) facilities must review this information on their first visit and take a copy of the brochure. They must sign-in and out on visitor log at each visit. This is essential safety, health, and security information.

Your ORAU/ORISE point-of-contact (POC), which is your escort or temporary supervisor, will provide additional instructions as applicable. ORAU/ORISE expects all visitors to accept responsibility for their actions and to conduct their business in a safe, secure, and environmentally responsible manner.



Evacuation Procedures



If you hear a building alarm or receive an evacuation order by word of mouth:

1. Exit the building via the nearest door following the illuminated exit signs.
2. Go directly to the building assembly point. If you do not know the location of the assembly point, follow or ask a regular employee.
3. Check in at the assembly point with an accountability officer (generally an individual with a clipboard and a blaze yellow vest) and identify yourself as a visitor/subcontractor.
4. Stay at the assembly point until the all clear is given or advise the accountability officer that you are leaving the area.

Attachment 2 (Continued)

Shelter-in-Place Procedures

If you hear a message over the building public address system or are instructed to shelter-in-place:

1. Proceed to the nearest designated shelter area.* If you do not know shelter locations, follow a regular employee or ask.
2. Stay in the shelter area until the all clear is given.
3. When the danger has passed, check with an accountability officer (generally an individual with a clipboard and a blaze yellow vest) and identify yourself as a visitor/subcontractor.

*Building emergency shelters are identified by yellow stickers with a black triangle and letters reading EMERGENCY SHELTER AREA.



Security

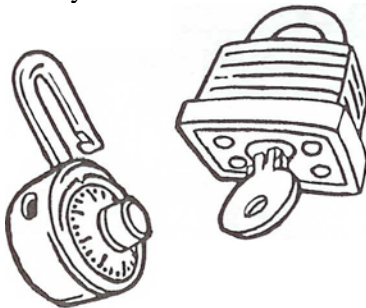
Sign the visitor log when entering an ORAU/ORISE facility and wear your visitor identification badge visible, and situated above your waist, while on site. Enter only designated areas and/or stay with your ORAU/ORISE POC as required.

Report any actual or suspected acts of intentional damage, theft, misuse of government property, or hazardous condition to your POC, a manager, or other employee.

Access computers only when granted permission by company officials and assigned pass codes by the Information Systems Department.

All persons entering government facilities and any hand-carried items are subject to search.

Return your visitor badge and sign out on the visitor log as you exit the facility.



💡 Did You Know? 💡

All facilities are smoke free.

Soliciting is not permitted.

Prohibited items include drugs, weapons, ammunition, explosives, and incendiaries.

Alcohol is prohibited except by written permission on corporate property.

All warning signs and graphics must be obeyed. If in doubt, ask.

Identification badges must be worn at all times while on premises.

Any accidents, in which you are involved or any you witness, must be reported to your POC immediately.

For Safety questions, comments, etc., contact the ESH office at 865/576-3333.

For security questions, comments, etc., contact the S&S Hotline at 865/576-6728 (ORAU).

ATTACHMENT 3 [\(back\)](#)

**SAFETY, HEALTH, AND SECURITY ORIENTATION
FOR ORAU/ORISE SUBCONTRACTORS**

We take safety and security very seriously, we subscribe to the tenants of integrated safety management, and we are proud to be certified as a Voluntary Protection Program (VPP) Star site and ISO 14001 program site. As a subcontractor working within non-public areas of ORAU/ORISE facilities, you must read and be familiar with the safety, health, environmental, and security procedures and regulations as detailed in the *Visitor and Subcontractor Handbook*. This sheet provides a synopsis of our safety, health, environmental protection, and security procedures; and by signing and dating it, you agree to conduct your business in a safe, secure, and environmentally sound manner in accordance with same. Any questions or concerns about these topics, or anything else, should be addressed to your ORAU/ORISE technical point-of-contact (POC) or called to the attention of a regular employee who will report the matter or get you in touch with the proper authority.

Emergency Evacuation Procedures

Should a building emergency alarm activate (or you receive a word of mouth evacuation notice):

- Exit the building via the nearest door.
- Go directly to the building assembly point. If you do not know the location of the assembly point, follow an employee or ask.
- Check in with the accountability officer at the assembly point, and identify yourself as a subcontractor.
- Stay at the assembly point until the all clear is given OR advise the accountability officer that you are leaving the area.

Emergency Shelter-in-Place Procedures

If you hear a message over the facility public address system or are instructed to shelter-in-place:

- Proceed to the nearest designated shelter area. If you do not know shelter locations, follow an employee or ask. Shelters are identified by triangular yellow and black signs that read EMERGENCY SHELTER AREA.
- Stay in the shelter until the all clear is given.
- When the danger has passed, check in with an accountability officer and identify yourself as a subcontractor.

Security Procedures

- Wear your security badge, in plain view and above your waist, at all times while on site.
- Enter only areas in which you are designated to work.
- Report any actual or suspected acts of damage, theft, misuse of government property, or hazardous condition to your technical POC, a manager, or any employee.
- Access computers only when granted permission by company officials and assigned a pass code.
- Remember that all hand-carried items you bring onto the site are subject to search.

General Information

- All facilities are smoke free. (Smoking areas are designated and posted outside of each building)
- Soliciting is not permitted.
- Alcohol, drugs, weapons, ammunition, explosives and incendiaries are prohibited.
- All warning signs and graphics must be obeyed. If in doubt, ask.
- Any accidents, in which you are involved or any you witness, must be reported to your technical POC or an employee.

Stop/Suspend Work Authority

- As a subcontractor working within ORAU/ORISE facilities, you have both the right and the obligation to stop or suspend any work (including not commencing work) that you feel is unsafe, unhealthy, or is in any way damaging to the environment. Furthermore, you have the same obligation and authority relative to the work of our employees and other subcontractors.

I have read and understand the procedures and regulations stated in the Visitor and Subcontractor Handbook and summarized above and agree to abide by them.

Subcontractor Name

Subcontractor Signature

Date

Notice: You must submit a signed copy of this document to the Procurement & Contracts Administration Office (MS-04) at ORAU, P. O. Box 117, Oak Ridge, TN 37831-0117.

ATTACHMENT 4 [\(back\)](#)

EMERGENCY DIRECTORY

(Universal Emergency Number 911)

Oak Ridge Police Department	911
Oak Ridge Fire Department.....	911
Oak Ridge Emergency Operations Center	865/576-1005
Methodist Medical Center of Oak Ridge	865/481-1000
ESH Hotline	865/310-5555
Environment, Safety and Health Office	865/576-3333
Safeguards and Security Department Hotline	865/576-6728
Occupational Health Nurses	865/241-2124 and 865/576-0733
Radiation Safety	865/576-3333
Environmental Protection	865/576-3333
Industrial Hygiene	865/576-3333
Facilities and Transportation Department	865/576-3019

ATTACHMENT 5 [\(back\)](#)

ALERTING AND WARNING SYSTEMS

FACILITY	PRIMARY SYSTEM	BACK-UP SYSTEM
All Oak Ridge ORAU and ORISE Facilities	Building emergency public address systems are accessible via phone. Each employee has been given this number for their facility, and it can be found also on Page 3 of the Employee Directory.	Portable bullhorn and word-of-mouth by assigned runners or employees designated as runners on the spot.
REAC/TS Facility	Building emergency (fire) alarms and public address system (from hospital).	Dedicated phone link from hospital switchboard and word-of-mouth by runners.