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Service Call Oversight Guide

Recently you submitted a requisition for a service call in your program/group. As the host for this service, you are responsible for the individual(s) while they are onsite. You must accompany them at all times.

If you are not available to act as the escort, you may designate another responsible person to take your place. If that is not possible, you will need to complete the Subcontractor Oversight Procedure, including a written safety and health program and documentation of applicable training from the service person's employer. Please contact ESH&A for assistance (515-294-2153).

If the service call will last longer than 10 working days, the service person is no longer considered a visitor and must complete a Hazard Inventory (HI) form and an Associate ship form must be submitted to Human Resources. Both forms are available in Human Resources (105 TASF).

If you need further assistance please contact Ames Laboratory ESH&A at (515) 294-7923.

For additional information on Visitors, see the Visitor Safety Guide (10200.001) available on the Ames Lab website.

Escort Guidelines:

Communicate:

- Visitors' parking permits are issued from Plant Protection at G34 TASF.
- ISU is a non-smoking campus.
- Where to assemble for fire/weather emergencies
- Live electrical work is prohibited
- Work site information/hazards

Remember to:

- Stay in the vicinity of the contractor at all times.
- Report unsafe work conditions and injuries.
- Contact ESH&A with concerns at 294-9769.

Ensure:

- Pedestrian traffic is safe.
- Chemicals are handled/disposed of properly.
- Hot work permits are completed.
- Permission is granted before drilling into walls/floors.
- Smoke detectors are bypassed for work generating dust/smoke/aerosols.
- Confined Space Entry Permits are completed before entering posted confined spaces.
- Plant Protection is contacted with emergencies at 294-3483.
- Facilities and Engineering Services is contacted with questions at 294-3756.